EXPANDED COURSE DESCRIPTION
THEATRE
School of the Arts, Media, Performance and Design
Department of Theatre
FA / THEA 1100 3.0 SECTION A
INTRODUCTION TO STAGECRAFT I
FALL 2019 / WINTER 2020

Last Modified Date: 08/06/2019

COURSE CALENDAR DESCRIPTION

Introduces the fundamentals and vocabulary of design, lighting and stagecraft (in any given year this could include sound, props, paint etc.). Corequisites: FA/THEA 1010 3.00, FA/THEA 1200 6.00. Course credit exclusion: FA/THEA 1100 6.00, FA/DANC 1270 3.00. Note: Open to theatre majors only. Note: Evening and/or weekend crew work on department productions is required, as well as lab hours.

An introduction to the fundamentals and vocabulary of design, lighting and stagecraft (in any given year this could include sound, props, paint etc.). Course credit exclusion: FA/THEA 1100 6.0, FA/DANC 1270 3.0. Note: Open to theatre majors only. Note: Evening and/or weekend crew work on department productions is required, as well as lab hours.

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>McKernan, James B</td>
<td>Sec. A / STDO / F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL FEATURES

OFFICE: CFT 334
OFFICE HOURS: Fall term – Tues. 12:30-14:30 or by appointment
E-MAIL: mckernan@yorku.ca

Studio Instructors:
Jareth Li (Lighting) jareth.LX@gmail.com
Trevor Haldane (Carpentry) trevor.haldane@gmail.com
Lisa Magill (Costuming) lisa_magill@hotmail.com

Production Managers:
Vary with the show CFT 145 productionmanagers@gmail.com

Time and Location:
Lecture  F 8:30 – 11:20       ACE 001
Lab 01   T 8:30 – 11:20       various
Lab 02   T 11.30 – 14.20     various

Costume Labs are in the costume shop (CFT 105)
Lighting Labs are in Light Lab CFT 153 (next to the Joe Green Theatre)
Carpentry Labs are in the carp shop (ACE 132)

**COURSE DESCRIPTION:**

*Introduction to Stagecraft I* is intended to familiarise theatre students with backstage in all its aspects. This will involve basic skills acquisition in the fall term that will be put to use throughout the rest of your time in the Department of Theatre. To that end, the course is divided into three phases of approximately equal emphasis. There is a classroom instruction period, exploring theoretical aspects of production and design through lectures and assignments. There is a studio phase of three sections: one each in costuming, technical theatre, and carpentry. The third phase of the course is a crew assignment on the fall departmental production of *rochdale*.

The studio sections will involve practical learning in: costume-making skills such as hand and machine sewing; carpentry skills such as the use of power and hand tools; and the field of stage lighting and rigging. Throughout these labs, students will receive specific instruction on safety in the shops and theatres, as well as in the development of good work habits.

The opportunity to put the studio section of the course into practice will come in the form of a crew assignment. Each student will be assigned to a crew on the fall show. The time commitment will be heavy, anticipated to be up to 40-60 hours (or more). Each crew has a different rhythm; some crews, like costuming, work throughout the build period of the show, usually with two crew calls per week; while other crews, like lighting and running, are intense and near the end of the production period, with crew calls virtually every day. The crew assignments are the real guts of the Department. The shows that we mount are your shows, and the energy and will that each of you put into your crew work get reflected in the productions.

**GRADING:**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>York WHMIS test</td>
<td>Due at 11.30, September 20. FAILURE TO COMPLETE THIS TEST WILL RESULT IN BEING IMMEDIATELY BARRED FROM ALL OUR SHOPS AND CREW WORK!</td>
</tr>
<tr>
<td>10%</td>
<td>Critical Review</td>
<td>Due at 08.30, October 4 11:55pm</td>
</tr>
<tr>
<td>15%</td>
<td>Theatrical Drawing</td>
<td>Due at 0830, October 25</td>
</tr>
<tr>
<td>20%</td>
<td>Creative Assignment</td>
<td>Due at start of last class, November 29</td>
</tr>
<tr>
<td>30%</td>
<td>Practical Assignments 10% each for costume, electrics, and carpentry</td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>Crew Assignment</td>
<td></td>
</tr>
</tbody>
</table>

**Assignment 1 – 0% of final grade**

Every student is to take York’s online WHMIS test, found at [http://hr.info.yorku.ca/health-safety-training/](http://hr.info.yorku.ca/health-safety-training/).

Upon completing the course you will be given proof of completion, hand it in via Moodle as a PDF by the start of class on 21st of September. Failure to do so will result in your being barred from all labs and crew calls until such time as you have passed WHMIS I, with the resulting attendance penalties.

**Assignment 2 – 10% of final grade**

As an introduction to York and (for many of you) to Toronto, as well as to the course, please avail yourselves of the opportunity to get together with some of your classmates and go and see a professional show downtown!

Write a critique of the show, but make no mention of the acting, writing or directing. The emphasis of the assignment is twofold: to get you to look at a show with a focus on the production elements; and to get you used to writing university level English. The paper should be long enough to deal adequately with the subject, but not so long as to be tedious. Of course, spelling and grammar count.
Hand in the critique as a PDF to Moodle no later than Oct 5th at 11:55pm

**Assignment 3 – 15% of final grade**
Create an in-period prop, costume or set rendering from the reading Sgt. Musgraves Dance, explored in class.
It will be:
- done on 8.5”x11” paper
- use colour and texture; medium is up to you
- employ printed notes to clarify your detail provided
- the rendering should have a title that indicates what it is
- your name should be clearly printed on the back in full Creative Assignment – Create and build two scale model worlds: one world which, if one were going past, one would want to explore, and another one which, if one were going past, one would not want to explore. Join the two model worlds for presentation, such that when they are combined no dimension is greater than 8” Inclu"e a human figure for scale. **Lab assignments – 3 x 10% (30% total) of final grade**
Your crew assignment relates to your first lab rotation. Crew assignments will be posted on the callboard by the student Production Managers within the first two weeks of class. It is your responsibility to ensure that you inform the production managers of your availability early in the term. If it should come to pass that you find yourself unavailable for an evening crew call, it is your responsibility to find your own replacement. It is also your responsibility to ensure that you are actually available to do the work. This learning is entirely experiential. You cannot pass the course if you don’t do the work. The grading of your work on crew is based on assessing the level of your skills acquisition, initiative, professional attitude, productivity and an overall evaluation of your contribution to the crew.

- **Crew assignment –25% of your final grade**
- Practical assignments will be given in your labs.
- The deadline for handing the project in is 11:30 on the day of the last class. I will be in the JGG dressing rooms from 11am to 11:45am on Nov 30th to accept your assignment. Do not even think of being late for this project. Do not ask for an extension of any length, for any reason.
- **Assignment 4 – 20% of final grade**
- A rendering is a stylistic, not mechanical, drawing that imparts the feel and character of something that goes on the stage. It will often indicate how the item is employed on the stage.

**Ushering:**
In addition, every first year student is required to be available to usher for a performance at York. A list for the fall term will be posted by the production managers. Any student not currently registered for THEA 1110 will automatically be on the list, plus others. There will be evaluations of your work for this, and failure to attend will result in a 5% reduction in your final grade.

**ATTENDANCE:**
Students are reminded that Department of Theatre rules require attendance at all classes. There is no differentiation between excused and unexcused absences - an absence is an absence and will affect your chances of success in this course.

**Failure to attend classes will result in either academic penalty or a request that the student withdraw from the course.**

Penalties for absences from class, lab, crew or any other required event relating to this course will be cumulative as follows:

<table>
<thead>
<tr>
<th>Absences</th>
<th>penalty total deduction on final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>One absence</td>
<td>1 pt</td>
</tr>
</tbody>
</table>
Two absences - 2 pts 3 pts
Three absences - 3 pts 6 pts
Four absences - 4 pts 10 pts
Five absences - 5 pts 15 pts
Etc.

Lates
One late - .25 .25 pt
Two lates - .25 .5 pt
Three lates - .5 1 pt
Four lates - .5 1.5 pts
Five lates - .75 2.25 pts
Six lates - .75 3 pts
Seven lates - 1 per 4 pts
Etc.

A note on classroom etiquette:
Turn off all electronic devices before the start of class. Do not use laptop computers, unless you obtain permission in advance from the instructor. Coffee and/or breakfast at 0830 on a Friday morning are, of course, understood to be necessities of life.

LAST DATE TO DROP THIS COURSE (without receiving a grade November 8th, 2019. Note that if you drop this course, you will no longer be a theatre major. You will receive at least 15% of your overall grade prior to the last day you can drop the course without receiving a grade.

REQUIRED TEXTS:
* Dept. of Theatre Production Manual (supplied on line)

Recommended Reading:
* Backstage Handbook: An Illustrated Almanac of Technical Information,
* Theatrical Design and Production, Gillette, J. Michael Mayfield. (used extensively in upper years)

NOTE: All Theatre majors are required to acquire and wear CSA approved safety footwear (green tag and omega symbol) in all shops and during all crews. Additionally, we will provide each student with a basic PPE (personal protection equipment) kit.

The Department of Theatre has made arrangements for incoming students to purchase their required footwear through a mobile safety boot shop here on campus. You are not required to purchase them but all students must have safety footwear before the first THEA 1100 Stagecraft tutorial.

Date: Friday, Sept 7th, 2018
**Location:** Gather in the wardrobe in CFT  
**Time:** 14.30 – 17.30

Also MANDATORY fall prevention training, at times that will be posted.

**CREW HOURS:**
It is suggested that you keep track of your own crew hours. This can be useful in case there is a discrepancy in the records.

**LAB ROTATION**
Your labs are in three rotations of four weeks each, as posted on the callboard

**CLASS SCHEDULE**  
*(Subject to Change)*

Week 1 - Sept 6 Course expectations, show review, how drawings work

NOTE – tutorials start on Tuesday, the 10th and Mr Safety Shoes is today after class

Week 2 - Sept 13 Sgt. Musgraves Dance- A1: prop, set, or costume drawing

Week 3 - Sept 20 How to be a student, who I am and what I do, theory around P&D, WHMIS test due

Week 4 – Sept 27 FFT Tour

Week 5 - Oct 4 FFT Tour

Week 6 - Oct 11 Schedule of rochdale, T@Y process

Oct 12-18 Fall reading week, no classes

Week 7 - Oct 25 Good world, Bad world final assignment in this class, A1 due In class discussions

Week 8 - Nov 1 Health and Safety in the arts

Week 9 - Nov 8 Who is who in the arts

Week 10- Nov 15 Professional show process/Devised Theatre Process

Week 11 - Nov 22 Sustainability

Creative Project due in JGG Dressing Rooms at 08.30

Theatrical Logic
In is down, down is front
Out is up, up is back
Off is out, on is in
And of course-
Left is right and right is left
A drop shouldn't and a
Block and fall does neither
A prop doesn't and
A cove has no water
Tripping is OK
A running crew rarely gets anywhere
A purchase line buys you nothing
A trap will not catch anything
A gridiron has nothing to do with football
Strike is work (In fact a lot of work)
And a green room, thank god, usually isn't
Now that you're fully versed in Theatrical terms,
Break a leg.

IMPORTANT INFORMATION FOR STUDENTS

Reminder: Students must maintain a 5.00 (C+) grade point average in their major (i.e. all Theatre courses) to remain in good academic standing in the department. Check the grade point average calculator at the following link if you have any questions:
http://ampd.yorku.ca/current-students/academic-resources/gpa-calculator/

A Note on Challenging Content

One of the central educational goals of the Theatre Department is to produce socially conscious artists — artists who are aware of and capable of participating in challenging dialogues about social injustice and inequality. This means that our courses, public events, and productions often grapple with difficult subject matter, including sex, violence, terror, and illness (among other topics). While these presentations will no doubt provoke strong emotions and cause discomfort, we feel that the diverse experiences they promote are also essential to the development of our students’ critical faculties, empathy, and understanding of the world. Rather than warning our students in advance about every potentially uncomfortable topic that they might encounter in the course of their studies, we instead encourage students to meet them head on in the classroom, in rehearsals, and performances, and to engage in civil and compassionate debate about the possibilities and effects of staging difficult knowledge.

If you require an accommodation related to your participation in Theatre experiences, please ensure that you share relevant documentation with your course director. Academic Accommodation for Students with Disabilities
**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
- Alternate Exam and Test Scheduling

**"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. [http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf](http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf)

**Grading Scheme and Feedback Policy**

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.

**The Key Points of York's Policy on Academic Honesty**

York's Senate Policy on Academic Honesty affirms and clarifies the general obligation for all members of the University to maintain the highest standards of academic honesty.

In particular, the policy:

- Recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of students to be mindful of and abide by such standards;
- Defines the types of conduct that are regarded as offences against the standards of academic honesty, including plagiarism, cheating, impersonation, and other forms of academic misconduct;
- Defines the penalties that can be imposed on a student who is found to have committed plagiarism or any other form of academic misconduct;
- Outlines the procedures for dealing with students who are accused of violating the Senate Policy on Academic Honesty.

**Note: a lack of familiarity with the Senate Policy cannot be used as a defence by those accused of academic misconduct.**

**Range of Penalties for Plagiarism**

When verified, violations of academic honesty may lead to the following penalties – imposed *singly or in combination* depending on the severity of the offence:

- Written disciplinary warning or reprimand
- Required completion of an academic honesty assignment
• Make-up assignment, examination or rewriting a work, subject to a lowered grade
• Lower grade on the assignment, examination or work
• Lower grade in the course
• Failure in the course
• Permanent grade of record
• Notation on transcript
• Suspension from the University
• Expulsion from the University
• Withholding or rescinding a York degree, diploma or certificate

If the offence is a second or subsequent one for the student, or is in combination with another offence, the Senate Policy recommends consideration of a severe penalty.

For further information on the penalties for academic misconduct, please see York's Senate Policy on Academic Honesty.

HARASSMENT GUIDELINES: Sexual harassment is not anyone's favourite topic, but we ask you to take a few minutes to read this section carefully. These guidelines explain what sexual harassment is, and what it is not, in the context of the Department of Theatre. We also hope to decrease any chance for misunderstanding surrounding activities, such as costume fitting, that are absolutely essential to the teaching and craft of theatre. What should you expect? What are the warning signals that something might be wrong?

As we know, theatre reflects life; and life has its share of sex, violence, murder, insanity, cruelty and terror, as well as romance and hilarity. To teach students to evoke an empathetic response in audiences involves the simulation of physical violence and dealing with strong emotions in the classroom, in rehearsals and in performances. Clearly, we cannot avoid these topics, so we meet them head-on in the classroom.

The York policy lists “unnecessary touching or patting” as behaviour indicative of sexual harassment. However, in the Department of Theatre, touching routinely happens in acting/directing classes and in costume fittings.

In acting, voice and movement classes, students will be touched in the abdomen, diaphragm area, rib cage, chest, spine, back, shoulders, limbs, neck and head to assist the student in proper breathing, relaxation of tensions, alignment or similar instruction. At no time should a teacher, without the student’s permission, touch those parts of a student’s body that would normally be covered by a two-piece bathing suit. At no time in an acting class will a student be asked to remove intimate apparel.

The removal of clothing, however, is integral to a costume fitting. Getting changed into or out of a costume is done in the privacy of a closed fitting room, but then the costume designer and/or the cutter building the costume will have to touch the costume (and therefore the student in the costume) anywhere that it needs fitting. The costume may also include undergarments that are not the student’s (e.g. corsets for women), that require the removal of the student’s own undergarments, and costume undergarments also require fittings. No students will be asked to put on or remove any item of underclothing in the presence of any other person.

A danger signal in physical contact could be unnecessarily prolonged touching, or touching body parts not involved in the current teaching. Students who feel uncomfortable about touch from the teacher, staff member or another student have a responsibility to speak to the teacher about opting out, or to discuss the problem with York’s Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca
As well as physical contact, there is also psychological contact and gender harassment. Sexual harassment can occur with no physical contact at all: psychological contact can therefore be a more difficult area to ascertain than physical contact since it involves words, intonations or body language. Theatre training must deal with sex. For example, some of the discussions needed in acting classes are of a sexually explicit nature. There is no way for students to fully explore the nature of acting without being honest, to some level, with their personal lives.

Gender harassment consists of derogatory or degrading remarks directed towards members of one gender or sexual preference group. These are most often directed at a woman, women in general, or homosexuals. Gender harassment is definitely sexual harassment.

If you feel that sexual harassment may have occurred, speak to the teacher, the class rep, your faculty advisor, or to the Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca

Sexual assault awareness and resources information is available on the York website and we encourage you to also carefully review this information.

You shouldn’t ever feel guilty or be made to feel guilty about reporting a problem!

DISPUTES: The following steps are the steps to be taken in the event of unresolved issues within the class:
- If your class has a tutorial leader or studio instructor, speak to your instructor first.
- If unresolved, speak to the Course Director.
- If unresolved, contact the Chair of the Department at thechair@yorku.ca.

IMPORTANT UNIVERSITY SESSIONAL DATES (where 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/

- Last date to drop a fall term (F) course without receiving a grade: November 8, 2019
- Last date to drop a winter term (W) course without receiving a grade: March 13, 2020
- Last date to drop a full year (Y) course without receiving a grade: February 3, 2020

DEGREE STATUS – BA AND BFA: All students accepted into the Department of Theatre in the School of the Arts, Media, Performance and Design (AMPD) enter as Specialized Honours BA Theatre-Theatre Studies majors. The first year is a program common to all Theatre students, and offers courses in Acting, Production/Design and Performance Creation & Research. 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.
POLICY REGARDING LOSS, DAMAGE AND THEFT OF PERSONAL EQUIPMENT AND BELONGINGS: The School of Arts, Media, Performance & Design at York University will not be held responsible for the loss, damage or theft of personal equipment or any other personal belongings that are left in studios, classrooms, storage areas or any other space within the School. It is each individual’s responsibility to take care of their own property. Under no circumstances will the School incur liability for loss, damage or theft of such property.

Please take all reasonable measures to protect your personal belongings. If you do experience loss, damage or theft of personal property, please report it immediately to the Department of Security Services at (416) 736-5333 or extension 33333 from any University phone.

ROOM BOOKING POLICY: Rehearsals for mainstage productions take precedence when assigning rooms, followed by faculty assigned work. Personal projects, including playGround, will be considered only if space allows.

First-year Theatre majors are not eligible to book studios.

Adopt professional standards by agreeing on a rehearsal schedule with group members and by having one group member do the arranging of the space in advance. Please ensure that the floors and walls are clean. All garbage must be removed. Please treat the studios with respect.

The studios are available only within the following hours: Mon-Fri 8:00am-10:00pm and Sat-Sun 10:00am-6:00pm

All spaces must be booked one week in advance and will be accepted only until 4:00pm on Thursday the previous week.

Requests will be confirmed Friday by 4:00pm.

Requests must be sent by e-mail only to rehearse@yorku.ca

Include your full name, student ID, program, brief explanation of what the space will be used for and what kind of space you need (studio / classroom / big / small).

Requests must be submitted each week for a room unless special arrangements have been made.

You cannot “claim” a space by writing in your name or the course name in an empty slot on the weekly schedules posted outside each space (exception – Light Lab CFT 153).

Spaces must be returned to neutral at the end of each booking session. There will be a picture of what “neutral” is in each studio.

The sign-off sheet must be checked and signed at the end of your studio time. If you enter a space and find it not “neutral”, please e-mail rehearse@yorku.ca.

Anything left behind in the spaces after your booking will be thrown out.
**Procedures for use of studios after-hours:** These procedures are designed to enhance the safety of authorized students when working alone in one of our studios after-hours - Monday through Friday from 11:00pm to 6:30am, and Saturday/Sunday from 10:00pm to 8:00am.

An After-Hours Use form will be completed and emailed to University Security at: scc@yorku.ca;

Be advised of the University’s emergency protocols (e.g. contact 911 in the event of a life threatening situation) and University Security’s urgent number (416.736.5333);

Contact University Security non-urgent number - 416.650.8000 - upon arrival and departure.

**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.

All public spaces on Campus require contact with the Office of Temporary Use of University Space - http://tuus.info.yorku.ca/space-room-reservations-forms/

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*