EXPANDED COURSE DESCRIPTION
THEATRE
School of the Arts, Media, Performance and Design
Department of Theatre
FA / THEA 2110 6.0 SECTION A
2ND YEAR STAGECRAFT
FALL 2019 / WINTER 2020

Last Modified Date: 08/26/2019

COURSE CALENDAR DESCRIPTION
Offers further practical exploration into the elements of theatrical production. Students will explore management, scenic, drafting, lighting and sound techniques. Required of all second-year students working in production and design. Open to theatre majors/minors. Prerequisites: FA/THEA 1010 3.00, FA/THEA 1100 3.00 with a minimum grade of C+, FA/THEA 1200 6.00 and permission of the Department. Offers further practical exploration into the elements of theatrical production. Students will explore management, scenic, drafting, lighting and sound techniques. Required of all second-year students working in production and design. Open to theatre majors/minors. Prerequisite: FA/THEA 1010 3.00, FA/THEA 1100 3.00 with a minimum grade of C+, FA/THEA 1200 6.00 and permission of the Department.

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>McDonald, Gavin</td>
<td>Sec. A / STDO / Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly, Aaron</td>
<td>Sec. A / STDO / Y</td>
<td><a href="mailto:akelly1@yorku.ca">akelly1@yorku.ca</a></td>
<td>4167362100 Ext. 33905</td>
</tr>
</tbody>
</table>

SPECIAL FEATURES
Course: THEA 2110 6.0, STAGECRAFT
Course Webpage: Moodle

Term: Fall/Winter 2019-20

Pre-requisite / Co-requisite:
Pre-requisite: THEA1010 3.0, THEA1200 6.0 and THEA1100 3.0 with a minimum grade of C+, and permission of the Department.
Co-requisite: THEA2100 3.0, and THEA2410 6.0.

Course Instructor:
Aaron Kelly
Office TBA
Email: akelly1@yorku.ca
Course consultation hours: By appointment Tuesdays 5:30-7:30pm

Lab instructors:
Sound: Debashis Sinha <deb@debsinha.com>
Lighting: Aaron Kelly akelly1@yorku.ca
Paint: Andrea Battersby andreabattersby@gmail.com
Rigging/Drafting: Gavin McDonald

Time and Location:
Lect: W 12:30pm– 2:00pm SLH B
Lab: W 2:30pm– 5:30pm CFT 129 Foley Room (Sound)
Lab: W 2:30pm– 5:30pm CFT 153 Light Lab
Lab: W 2:30pm– 5:30pm ACE 132 Paint
Lab: W 2:30pm– 5:30pm Fall CFT 104 Old Shop- Rigging
Lab: W 2:30pm– 5:30pm Winter CFT 154 Drafting

Expanded Course Description:
An in-depth exploration into the practical elements of production, which will include organization, the scene shop, drafting, sound, lighting, rigging and script breakdown. Required of all second-year students in production and design and those in the BFA in play creation. Prerequisite: Permission of the Production Area and minimum grade of C+ in FA/THEA 1100. Co-requisite: FA/THEA 2100.3.0.

Organization of the Course:
The course will be given in a lecture/lab format. Lectures will deal with the theory of production organization, theatre architecture and systems, structural and electrical theory, basic scenic construction, lighting, sound and the use of various materials and tools commonly used in theatre. Labs will give students the opportunity to practice hands-on skills in drafting, sound, lighting, rigging, paint and preparing equipment for theatrical productions.

Course Learning Objectives:
The purpose of this course is to assist students in developing an understanding of the broad range of skills and knowledge that go into the production of a live performance. Students will be offered opportunities to improve their own skills in some aspects of technical production and will be introduced to the vocabulary and standard practices so as to be able to communicate effectively about all of the major components of the production process. The course will help students develop an understanding of workplace health and safety issues in the theatre.

The specific objectives of the course are that students will be able to:
• read and understand standard technical drawings
• use the tools usually found in a scene shop or prop shop in a safe and efficient manner
• break down large tasks and projects into their component parts
• practice solving problems, individually and collectively
• use standard technical terms to discuss the design, construction, and installation of scenery and props
• use standard technical terms to discuss the electrical, audio, paint, rigging and special effects needs of a production
• research unfamiliar topics, materials, processes etc.
• understand the processes whereby theatre technicians and production personnel turn concepts into reality

Course Text / Readings:
REQUIRED READING:
* Rossol / Artists Complete Health & Safety Guide 978-1-58115-204-3

RECOMMENDED READING:

Additional readings may be assigned or recommended during the course.

REQUIRED SUPPLIES:
* PPE that is regularly required for all industrial or construction activity. Students who do not show up prepared will be sent home, this will count as an absence.
* Drafting tools as discussed in class
* A usb memory key
* An adjustable square, a carpenters tape measure, nail pullers, nail set, box cutting knife, hammer

Evaluation:
Fall Lecture Assignment 10%
Winter Lecture Assignment 10%
Sound Lab Assignments 15%
Paint Lab Assignments 15%
L/X Lab Assignments 15%
Drafting/Rigging Lab Assignments 15%
Final Assignment 20%
Safety training: Lift/WHMIS2 Pass/Fail (without the successful completion, Pass is not possible)

Fall Lecture Assignment 10%
Due October 30, 2019, cut-off date for submission to Moodle November 9, 2019 23:55hrs
File must be handed in as a spreadsheet file so I can review the math- no PDFs for this assignment.
No links to on-line docs will be graded

Excel Spreadsheet Assignment: Based on the lessons in the lecture you are asked to create a 12-month budget for your income and expenditures. This spreadsheet will track inflow and outflow of monies and concentrate on cash-flow requirements for your life. The goal of this project is to teach you how to use excel, formulae and project earnings vs. expenses over time. I have no interest in knowing delicate personal information about you that you do not feel comfortable sharing. A spreadsheet that meets all of the requirements would be easy for you to create that does not put your personal concerns at risk: feel free to lie about your income and expenses to ensure that no small animals are injured in the creation of this film. A sample will be created in the class and recorded via screen capture, and then posted to Moodle, to aid you while you create this spreadsheet. The lesson will be provided with Version 16.10 of Excel, similar software will all act in a similar manner, I have most of it so you can use whatever you have. It is impractical to give this lesson in multiple platforms, I trust you understand.
Winter Lecture Assignment 10%
Due February 26, 2020, cut-off date for submission to Moodle March 6, 2020 23:55hrs
File must be handed in as a PDF file so I can be able to open it.
No links to on-line docs will be graded
Script Breakdown: You will be provided a script in digital format; based on lectures in class you are asked to break down a script by all production and design needs. The script should be annotated to show all of these needs. You are also asked to compile these needs into a topic-based spreadsheet that shows these needs categorised by type: Set, light, sound, costume etc. with script locations and descriptors of the individual need.

Sound Lab Assignments 15%
Paint Lab Assignments 15%
L/X Lab Assignments 15%
Drafting/Rigging Lab Assignments 15%
Final Assignment 20%

Safety training: Lift/WHMIS2 Pass/Fail (without their successful completion, Pass is not possible)

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

Lates
<table>
<thead>
<tr>
<th>Lates</th>
<th>Penalty</th>
<th>total deduction on final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>One late -</td>
<td>.25</td>
<td>.25 pt</td>
</tr>
<tr>
<td>Two lates -</td>
<td>.25</td>
<td>.5 pt</td>
</tr>
<tr>
<td>Three lates-</td>
<td>.5</td>
<td>1 pt</td>
</tr>
<tr>
<td>Four lates-</td>
<td>.5</td>
<td>1.5 pts</td>
</tr>
<tr>
<td>Five lates-</td>
<td>.75</td>
<td>2.25 pts</td>
</tr>
<tr>
<td>Six lates-</td>
<td>.75</td>
<td>3 pts</td>
</tr>
<tr>
<td>Seven lates-</td>
<td>1 per</td>
<td>4 pts</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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

Term F
Term Y
Term W
Last date to drop courses without receiving a grade
Feb 3

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)

Assignment Submission: Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment. Assignments are to be handed in to the Course Instructor, in person, at the beginning of class on the due date.

Lateness Penalty: In the live performance industry, punctuality and the meeting of deadlines are of the greatest importance. Assignments will not be accepted after class on the due date. Exceptions 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). An arrangement in advance is always preferable. In cases where an assignment is accepted late, there may still be a penalty of one-half letter grade (1 grade point) per day that assignment is late.

ADDITIONAL INFORMATION:
Students will be required to provide and wear safety goggles, hearing protection, and dust masks. Clothing should be appropriate for working with glues and paints. Working with power tools will require the following:
No jewelry, short (or rolled-up) sleeves, hair short or tied back, no loose ties or scarves, etc.

MATERIALS:
Students will be provided materials and equipment for drafting.
Students will be required to obtain an 8” c-wrench

Please Note: Projects created in this course may be documented for the Department’s Production/Design archives for possible use in future exhibitions and/or as teaching support material.

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 changes 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.

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
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.
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. AMPD has establish complementary procedures for the investigation and resolution of alleged violations of the Senate Policy involving students in AMPD degree program courses at the undergraduate level.

THE ACADEMIC HONESTY PROCESS
An Overview
1. Investigation
2. The person discovering the suspected violation will notify the course director. The course director should not meet with the student or discuss the case at this point.
3. The course director will notify his or her department Chair, providing all documentary evidence.
4. The Chair will consult with the Manager, Faculty Governance & Policy. It will then be determined whether there has been an infraction, and if so, whether it is minor or more serious. In either case, if there has been an infraction, an exploratory meeting will be held (Part B, below). A case is minor where the infraction is small in extent, can reasonably be construed as an error on the student’s part, and where there appears to be no intent to deceive.
5. If, on consultation, it is determined that an infraction has taken place, the Manager will place a “flag” in the student’s file, block enrolment activity in the course, and investigate whether there is a prior history. If it is a repeat offence, then the matter must proceed directly to a formal hearing (Part C, below).
6. Exploratory Meeting

If Minor:
1. The department Chair will conduct an exploratory meeting, attended by the course director and the student. If there is more than one student involved, each should be met with separately. Each may bring a representative.
2. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed upon.
3. In all cases, outcomes are reported to the Manager, Faculty Governance & Policy. Where a penalty is imposed, a joint agreement is signed by both parties, and approved by the Associate Dean Academic.

If Serious:
1. If the student admits to a breach of academic honesty, a suitable penalty — not exceeding failure in the course — will be agreed upon. The Associate Dean, Academic may be consulted on a penalty, if necessary.
2. A joint agreement is signed by both parties, and approved by the Associate Dean, Academic.
3. Formal Hearing

A formal hearing by AAPPC will be held in cases where:
1. a) It is not the student’s first offence.
2. b) The student neglects to attend the exploratory meeting and it is found that there are grounds to proceed with a charge of a breach of academic honesty.
3. c) The student admits to a breach of academic honesty, but no penalty can be agreed upon.
4. d) The student does not admit to a breach of academic honesty.
For further information on the penalties for academic misconduct, please see AMPD’s Policy on Academic Honesty.

As approved by AMPD Faculty Council, March 21, 2018

COUNSELLING & SUPPORT SERVICES
Personal Counselling Services (PCS) aims to help York students realize, develop and fulfill their personal potential in order to maximally benefit from their university experience and manage the challenges of university life. Students come to PCS because of a wide range of concerns including, but not limited to: depression, anxiety, abuse, stress, self-esteem, relationship issues, eating and body image as well as issues related to sexuality.

PCS provides:
* Short-term individual, couple, and group counselling services to York University students
* Personal development workshop and workshop series
* Crisis intervention for York students
* Consultation to the York Community regarding students in distress/crisis and issues related to mental health in general
* Critical incident response debriefings and consultations
* Clinical training for graduate students in Psychology, Social Work, and Psychotherapy

Learn more about other York University resources related to mental health and wellness at York.

---

The Centre for Sexual Violence, Response, Support & Education coordinates supports and resources for all members of the community that have experienced sexual violence, receives disclosures and complaints, facilitates safety planning, and assists survivors through the complaint process.

If you or someone you know has experienced sexual violence and is in need of support, the Sexual Violence Response Office (SVRO) can help. Please call 416-736-5211 or find them online at yorku.ca/svro.

You shouldn't ever feel guilty or be made to feel guilty about reporting a problem.

---

COURSE-RELATED 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