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 2020 / WINTER 2021

Last Modified Date: 08/15/2020

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.

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INSTRUCTOR(S)

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<th>Name</th>
<th>Section / Format / Term</th>
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<td>McKernan, James B</td>
<td>Sec. A / STDO / F</td>
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SPECIAL FEATURES
AMPD makes course outlines available via ARMS (Academic Resource Management System), with students gaining access to the information through the Active Course Timetables on the York Courses web site. With this template much of the required information is included automatically, as indicated below. The template the course director fills out are the 5 fields below in blue. Note: If you prefer to present your course material in a different order, all the information can be inserted into the first field. COURSE OUTLINE INFORMATION Course Calendar Description this is provided via ARMS Please ensure your expanded course description includes and reflects the Course Calendar Description! Instructor/Format/Term/Contact Info this is provided via ARMS Insert your course information in the 5 fields below. 1. Special Features YORK UNIVERSITY DEPARTMENT OF THEATRE COURSE OUTLINE THEA 1100 3.0 Introduction to Stagecraft I Fall 2020 COURSE DIRECTOR: James McKernan OFFICE: CFT 334 OFFICE HOURS: Fall term –by appointment E-MAIL: mckernan@yorku.ca Studio Instructors: Jareth Li (Lighting) jareth.LX@gmail.com Trevor Haldane (Carpentry) trevor.haldane@gmail.com Jennifer Triemstra (Costuming) jennifertriemstra@hotmail.com Production Managers: Vary with the show CFT 145 productionmanagers@gmail.com Time and Location: Lecture F 8:30 – 11:20 On-Line Via Zoom Lab 01 T 8:30 – 11:20 various Lab 02 T 11:30 – 14.20 various Labs are in-person with possibility to defer for health concerns. Smaller class sizes. Room capacity caps have been added. In room Covid safety practices. Costume Labs are in the costume shop (CFT 105) Lighting Labs are in JGG Theatre (CFT 151) 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/winter departmental productions. 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: Last date to drop a fall term (F) course without receiving a grade: November 6, 2020 Last date to drop a winter term (W) course without receiving a grade: March 12, 2021 Last date to drop a full year (Y) course without receiving a grade: February 5, 2021 60% York WHMIS test Due at 11.30, September 20. FAILURE TO COMPLETE THIS TEST WILL RESULT IN BEING IMMEDIATELY BARRED FROM ALL OUR SHOPS AND CREW WORK! 10% Critical Review Due at 08.30, October 4 11:55pm 15% Theatrical Drawing Due at 0830, October 25 20% Creative Assignment Due at start of last class, November 29 30% Practical Assignments 10% each for costume, electrics, and carpentry 25% Crew Assignment Assignment 1 – 0% of final grade Every student is to take York’s online WHMIS test, found at http://hr.info.yorku.ca/health-safetytraining/ 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 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 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. Due Oct 25, on Moodle Assignment 4 – 20% of final grade Creative Assignment – Create and build a scale model world of a room you are familiar with. For example this could be a bedroom, dining room or similar. 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. Lab assignments – 3 x 10% (30% total) of final grade Practical assignments will be given in your labs. Crew assignment – 25% of your 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. 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: Absences penalty total deduction on final grade One absence - 1 pt 1 pt 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 9th, 2018. 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) • Basics of Fall Protection User’s Guide, Construction Safety Association of Ontario (supplied) Recommended Reading: • Scene Design, Stage Lighting, Sound, Costume and Makeup: A Scenographic Approach, Bellman, W.F. Harper & Row. (Out of print - in Scott Library) • Backstage Handbook: An Illustrated Almanac of Technical Information, 3 rd Edition, Carter, Paul. Broadway Press. (good to own) • 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 is Available on the Moodle Website 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 Additional information: • Academic Accommodation for Students with Disabilities • 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. • 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. 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/currentstudents/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
Physical contact, there is also psychological contact and gender harassment. Sexual harassment can occur for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca. As well as having 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. Students who feel uncomfortable about touch from the teacher, staff member or another student 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 9, 2018 Last date to drop a winter term (W) course without receiving a grade: March 8, 2019 Last date to drop a full year (Y) course without receiving a grade: February 8, 2019 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 SatSun 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, 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. A way to determine Internet connection and speed: there are online tests, such as Speedtest, https://www.speedtest.net/ that can be run. Useful links describing computing information, resources and help for students: Student Guide to Moodle https://lthelp.yorku.ca/student-guide-to-moodle Computing for Students Website https://studentcomputing.yorku.ca/ Student Guide to eLearning at York University http://elearning-guide.apps01.yorku.ca/ Learning Skills Services https://lss.info.yorku.ca/online-learning/ Zoom@YorkU User Reference http://staff.computing.yorku.ca/wp-content/uploads/sites/3/2012/02/Zoom@YorkU-UserReference-Guide.pdf Zoom@YorkU Best Practices https://staff.computing.yorku.ca/wpcontent/uploads/sites/3/2020/03/Zoom@YorkU-BestPracticesv2.pdf Information about the delivery and organization of the course Location: Please clearly remind students that this is a course that will be remotely delivered. (Suggested language is Please note that this is a course that depends on remote teaching and learning. There will be no in-class interactions or activities on campus). Organization of the course: the concept of ‘class time’ is very different with asynchronous learning where students learn at different times and places. Therefore, please clearly communicate to students how you will be organizing your remote teaching. You will need to indicate if you will be teaching synchronously and/or asynchronously and how these modes of teaching correspond with the course’s scheduled meeting times. Your scheduled meeting times for the summer can be found on the Registrar’s Office’s website https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm. 2. Topics and Concepts In this field provide the names of some of the authors/theorists who will figure prominently in the course, and/or the required textbook(s) if known. If you wish, more details can be provided; for example, this field might be used to indicate the weekly schedule of topics and required reading. 3. Learning Outcomes with Examples In this field include the learning outcomes for the course, and include examples of learning activities such as performances, projects, papers and presentations, field placements that students will be complete to meet the outcomes. 4. Graded Assessment In this field provides details on how students will be assessed in the course. Where applicable, this field also can include details on penalties for late submissions, procedures for missed studio classes/examinations, etc. 5. Additional Information This field is used to supply additional information not identified in previous fields such as links to websites (Moodle), Teaching Assistants, course sections and TA contacts, additional costs, clothing/shoe requirements, attendance expectations, rehearsal dates, etc. Once you have completed the fields, please send this template to your department administrator or program assistant to be uploaded by them making the course content available to students. NOTE: The Course Outline will be official as of the first day of classes in the term. Prior to then, changes to the outline can be made. ARMS will automatically indicate each change by date. ALL course outlines will also include the following information: Last date to drop a fall term (F) course without receiving a grade: November 6, 2020 Last date to drop a winter term (W) course without receiving a grade: March 12, 2021 Last date to drop a full year (Y) course without receiving a grade: February 5, 2021 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 Additional information: • Academic Accommodation for Students with Disabilities • 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. • 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. 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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