



THTR 99 Production Practicum - Course Outline

Course Introductory Session:

****IMPORTANT:** Attendance is mandatory at one of the course intro sessions for all THTR 99 students. Students are encouraged to attend the Main introductory session on the first Wednesday of Term 1 at noon in the Frederic Wood Theatre (FRWO-102).

There will be smaller intro sessions on the first Thursday of the term at 11:00AM and 6PM in FRWO-112. In addition, there are three intro sessions on the second week: Wednesday at noon and Thursday at 11:00AM and 6PM, all of these take place in FRWO-112.

Term 2 meetings are currently T.B.A.

General Inquiries:

For general THTR 99 inquiries, please email Brad Powers at - Brad.Powers@ubc.ca

Course Goals:

The Theatre Production Program of the Department of Theatre & Film is an extension of a student's work in the classroom. Theatre Production Assignments provide an important link between theoretical classroom study and actual theatre practice, exposing students to all aspects of production through practical experience. A commitment to Quality, Consistency, and Responsibility should be present in all production work. Students share the responsibility to make their production experiences valuable.

Acquire essential knowledge. In THTR 99, students acquire and apply the skills necessary to produce a play or film, and go beyond what is covered in the classroom to learn more in-depth scenic, costume, lighting, sound, production and stage management techniques; skills that can best be learned in the field, outside a traditional classroom environment.

Improve collaboration and organizational skills. Production Assignments provide invaluable first hand opportunities to collaborate with your peers, faculty, staff, and other professionals in real life situations. Interacting with others and working in a group is an enormous part of what we do in the entertainment industry, and is difficult to teach in a classroom situation. Our production program does it naturally.

Gain appreciation for the complexity of producing a play or film. Students studying theatre and film at UBC are responsible for the UBC Theatre & Film productions. Productions are complex undertakings that require many people's efforts to succeed. By working on a production assignment, students are directly investing in the success of the productions, influencing the final product.



General Course information:

In THTR 99, students work directly on UBC Theatre & Film productions. A minimum of 150 hours per 3 credits of production work is expected for THTR 99. These hours will not fall on a traditional class schedule. The production work takes place at a variety of times and locations.

The commitments for the production work vary. Students are expected to plan their schedules to ensure they are available for all required times. All students will be assigned to more than one Production Assignment.

THTR 99 students must be enrolled in or have completed at least one co-requisite course:

THTR 150, 205, 250, 305, 306, 307, 308, 350, or 356 unless specifically granted an exception.

Faculty, staff, or senior students will provide training as appropriate to each production assignment. Each student is responsible for attendance, promptness, considerate and respectful behavior, following instructions, learning and practicing assigned tasks and procedures, following safety rules, professional conduct, and keeping a record of hours worked.

Students are assigned Production Assignments by the production faculty advisors. Production Assignments are based on a student's skill level, interests, and specific requirements of each project. Students are responsible for submitting a Production Assignment Request (PAR) during the first week the term. Entry level assignments are requested from the Crew Descriptions' pages, upper level assignments are arranged through the faculty advisors. Production Assignments for all students MUST be requested no later than the first two weeks of term. Students who have not submitted a PAR by the end of the second week of term will be dropped from the course.

As Production Assignments are finalized, your Production Assignment Contract (PAC) will be posted on the THTR 99 connect page. Check your PAC and advise the appropriate faculty advisor of any errors or omissions.

- All work for 99A must be completed in Term 1 (September to December)
- All work for 99B must be completed in Term 2 (January to April)
- All work for 99C must be completed by the end of Term 2 (The most flexible choice for most students)

ATTENDANCE

Students are expected to be familiar with and follow the policies and regulations in the UBC Academic Calendar at www.calendar.ubc.ca/vancouver/ regarding attendance, absences, and arrangements in special circumstances.

If you are unable to attend a rehearsal, a performance or a work session you need to inform your immediate supervisor with as much notice as possible *before* the absence occurs. For each rehearsal, performance or 4 hour increment of work sessions missed and not handled as outlined above, the final grade earned for this course will drop one increment. (i.e. from B+ to a B)

If you are unable to complete a Production Assignment as a result of an academic concession, you must inform your immediate supervisor and your faculty advisor with as much notice as possible. You must also propose an alternate Production Assignment and obtain approval from the faculty advisor. Any incomplete Production Assignment not handled as outlined above will result in a failing mark for the course.



Grading:

The production faculty advisors assign grades. Grades will be determined through an assessment of your participation, your professionalism, and the quality of your work. The attendance policy as outlined above can also impact the final grade.

PARTICIPATION

The participation assessment is based on number of hours worked, your self-assessment, and consultation with faculty, staff, and other students.

Each student is responsible for maintaining his/her own work log (a record of the hours worked). The immediate supervisor must initial each entry. Depending on your assignment, this may be: a staff member, faculty member, stage manager, technical director, or designer.

Hours worked:

THTR 299A/B/C, THTR 399A/B (3 Credits)

A minimum of 150 hours of production work is expected for the 3 credits of THTR 299.

Students completing fewer than 150 hours will earn a mark no higher than a C.

Students completing 150 - 174 hours will earn a mark no higher than a B.

Students completing 175 - 200 hours will earn a mark no higher than an A.

THTR 399C (6 Credits)

A minimum of 300 hours of production work is expected for the 6 credits of THTR 399C.

Students completing fewer than 300 hours will earn a mark no higher than a C.

Students completing 300 - 349 hours will earn a mark no higher than a B.

Students completing 350 - 400 hours will earn a mark no higher than an A.

THTR 499

Student enrolled in THTR 499 (or any combination that includes a THTR 499) are required to consult individually with faculty advisors regarding expected hours and assignments.

Self-Assessment: Each student is responsible for writing a one page self-assessment. At the end of term, you must turn in a written description of your work in the course. Describe the tasks you performed, any challenges you encountered, what you learned, and what areas / assignments in production you want to focus on in the future.

Turn in your completed work log and your self-assessment through the appropriate assignment on the connect page. You will need to scan or make a digital photo of the work log; you should retain the original. Please note that if you do not submit a work log and self-assessment, you will receive a failing mark for the course.



PROFESSIONALISM

The UBC department of theatre and film expects professional behavior of all THTR 99 students. Students are expected to work cooperatively and follow instructions from staff, faculty, and student supervisors.

Punctuality is *paramount*. Every task and individual in production are important, and the tardiness or absence of one person can have serious consequences for the entire production team.

Students are expected to behave in a respectful and tactful manner with cast, crew and supervisors, and follow the guidelines in the UBC Respectful Environment Statement.

Diligence with assigned tasks, on-time completion of assigned work, and a commitment to doing the best possible job are all important aspects of professionalism on which students will be evaluated.

QUALITY OF WORK

Evaluations are based on the work performed and the growth/improvement in the student's skills during the time spent on the assignment. No direct comparison between students is made.

UBC Policies and Regulations

Students are expected to be familiar with and follow the policies and regulations in the UBC Academic Calendar at www.calendar.ubc.ca/vancouver/ regarding attendance, absences, and arrangements in special circumstances.

Please see <http://www.calendar.ubc.ca/vancouver/> and review the UBC Calendar for the university policy on cheating, plagiarism, and other forms of academic dishonesty.

Students should retain a copy of all submitted assignments (in case of loss) and should also retain all their marked assignments in case they wish to apply for a Review of Assigned Standing. Students have the right to discuss their work with their instructor, provided they apply to do so within a month of receiving their final grades.



SHOW RUN CREW

The **Show Run Crew** is responsible for the preset and movement of props, set pieces, and fly pieces during the run of the show. They also serve as spotlight operators, and light or video or sound board operators. Show Run Crew members are also required to prepare the stage for rehearsals and performances. Individual duties are determined by the Stage Management team and Staff Supervisor. **Show Run Crew members must attend all crew views, levels, every tech, dress, and preview, and every performance.** You are also required to participate in 6 hours of the show's strike; strike happens the week after the show closes. The strike schedule is included below with each show.

IF YOU HAVE NIGHT/WEEKEND CLASSES OR WORK DURING THE EVENINGS OR WEEKENDS, YOU MAY NOT DO THIS CREW.

Show Run Crew members will be contacted by Stage Management with detailed information and specific call times as the dates of the production draw closer. If there are any problems please contact your Stage Manager, Staff Supervisor, or Brad Powers.

Edward II, Love & Information, and Les Belle Soeurs are each approximately **100 hrs.**

The THTR 371 Project, THTR 520A Project, and the THTR 520C Project are each approximately **50hrs.**

Unless otherwise noted, the call time for the show run crew will be 5pm.

Call	<i>Edward II</i>	<i>Love & Information</i>	<i>Les Belle Soeurs</i>	Call	THTR 371 Project	THTR 520A	Call	THTR 520C
Crew View	Tue Sept 20	Tue Jan 10	Tue Mar 7	Crew View	Fri Oct 14	Thu Nov 24	Crew View	Tue Apr 04
Levels	Wed Sept 21	Wed Jan 12	Wed Mar 8	Levels	NA	Fri Nov 25	Levels	Wed Apr 05
Tech	Thu Sept 22	Thu Jan 13	Thu Mar 9	Levels (12-5)	Sat Oct 15	NA	TBA	Thu Apr 06
Tech	Fri Sept 23	Fri Jan 14	Fri Mar 10	Tech (9-6)	Sun Oct 16	Sat Nov 26	Tech	Fri Apr 07
Tech (9-6)	Sat Sept 24	Sat Jan 15	Sat Mar 11	TBA (9-6)	NA	Sun Nov 27	Tech (9-6)	Sat Apr 08
Dress	Mon Sept 26	Mon Jan 16	Mon Mar 13	Dress Tech	Mon Oct 17	Mon Nov 28	TBA (9-6)	Sun Apr 09
Dress	Tue Sept 27	Tue Jan 17	Tue Mar 14	Dress Run	Tue Oct 18	Tue Nov 29	Dress Tech	Mon Apr 10
Preview	Wed Sept 28	Wed Jan 18	Wed Mar 15	Preview	Wed Oct 19	Wed Nov 30	Dress Run	Tue Apr 11
Performance	Thu Sept 29	Thu Jan 19	Thu Mar 16	Performance	Thu Oct 20	Thu Dec 01	Preview	Wed Apr 12
Performance	Fri Sept 30	Fri Jan 20	Fri Mar 17	Performance	Fri Oct 21	Fri Dec 02	Performance	Thu Apr 13
Performance	Sat Sept 31	Sat Jan 21	Sat Mar 18	Performance	Sat Oct 22	Sat Dec 03	Performance	*Fri Apr 14*
Performance	Wed Oct 5	Wed Jan 25	Wed Mar 22	Strike (9-5)	Mon Oct 24	Mon Dec 05	Performance	*Sat Apr 15*
Performance	Thu Oct 6	Thu Jan 26	Thu Mar 23	Strike (9-5)	Tue Oct 25	Tue Dec 06	Strike (9-5)	Tue Apr 18
Performance	Fri Oct 7	Fri Jan 27	Fri Mar 24				Strike (9-5)	Wed Apr 19
Performance	*Sat Oct 8*	Sat Jan 28	Sat Mar 25					*Easter Weekend*
Performance	Wed Oct 12	Wed Feb 1	Wed Mar 29					
Performance	Thu Oct 13	Thu Feb 2	Thu Mar 30					
Performance	Fri Oct 14	Fri Feb 3	Fri Apr 1					
Performance	Sat Oct 15	Sat Feb 4	Sat Apr 2					
Strike (9-5)	Mon Oct 17	Mon Feb 6	Mon Apr 3					
Strike (9-5)	Tue Oct 18	Tue Feb 7	Tue Apr 4					
Strike (9-5)	Wed Oct 19	Wed Feb 8	Wed Apr 5					

Thanksgiving Weekend



COSTUME RUN CREW

The **Costume Run Crew** is responsible ensuring that all costume pieces are where they need to be, aiding with quick-changes, and helping actors with various costume concerns. This crew is responsible for minor repairs to costumes, daily and weekly laundry and ironing, and costume prep for each performance. The Costume Run Crew may also be responsible for assisting the actors with wigs and theatrical make-up application. **Costume Run Crew members must attend crew view, Friday and Saturday Tech** (where you will receive training in the costume shop), **both Dresses, the Preview, and every Performance**, plus additional outside hours for wardrobe maintenance and preparation as needed. You are required to participate in 6 hours of the show's strike; strike happens the week after the show closes. The strike schedule is included below with each show.

IF YOU HAVE NIGHT/WEEKEND CLASSES OR WORK DURING THE EVENINGS OR WEEKENDS, YOU MAY NOT DO THIS CREW.

Costume Run Crew members will be contacted by their Stage Management with detailed information and specific call times as the dates of the production draw closer. If there are any problems please contact your Stage Manager, Staff Supervisor, or Brad Powers.

Edward II, Love & Information, and Les Belle Soeurs are each approximately **100 hrs.**

The THTR 371 Project, THTR 520A Project, and the THTR 520C Project are each approximately **50hrs.**

Unless otherwise noted, the call time for costume run crew will be 5pm

Call	<i>Edward II</i>	<i>Love & Information</i>	<i>Les Belle Soeurs</i>	Call	THTR 371 Project	THTR 520A	Call	THTR 520C
Crew View	Tue Sept 20	Tue Jan 10	Tue Mar 7	Crew View	Fri Oct 14	Thu Nov 24	Crew View	Tue Apr 04
Levels	Wed Sept 21	Wed Jan 11	Wed Mar 8	Levels	NA	Fri Nov 25	Levels	Wed Apr 05
Training	Thu Sept 22	Thu Jan 12	Thu Mar 9	Levels (12-5)	Sat Oct 15	NA	TBA	Thu Apr 06
Tech	Fri Sept 23	Fri Jan 13	Fri Mar 10	Tech (9-6)	Sun Oct 16	Sat Nov 26	Tech	Fri Apr 07
Tech (9-6)	Sat Sept 24	Sat Jan 14	Sat Mar 11	TBA (9-6)	NA	Sun Nov 27	Tech (9-6)	Sat Apr 08
Dress	Mon Sept 26	Mon Jan 16	Mon Mar 13	Dress Tech	Mon Oct 17	Mon Nov 28	TBA (9-6)	Sun Apr 09
Dress	Tue Sept 27	Tue Jan 17	Tue Mar 14	Dress Run	Tue Oct 18	Tue Nov 29	Dress Tech	Mon Apr 10
Preview	Wed Sept 28	Wed Jan 18	Wed Mar 15	Preview	Wed Oct 19	Wed Nov 30	Dress Run	Tue Apr 11
Performance	Thu Sept 29	Thu Jan 19	Thu Mar 16	Performance	Thu Oct 20	Thu Dec 01	Preview	Wed Apr 12
Performance	Fri Sept 30	Fri Jan 20	Fri Mar 17	Performance	Fri Oct 21	Fri Dec 02	Performance	Thu Apr 13
Performance	Sat Sept 31	Sat Jan 21	Sat Mar 18	Performance	Sat Oct 22	Sat Dec 03	Performance	*Fri Apr 14*
Performance	Wed Oct 5	Wed Jan 25	Wed Mar 22	Strike (9-5)	Mon Oct 24	Mon Dec 05	Performance	*Sat Apr 15*
Performance	Thu Oct 6	Thu Jan 26	Thu Mar 23	Strike (9-5)	Tue Oct 25	Tue Dec 06	Strike (9-5)	Tue Apr 18
Performance	Fri Oct 7	Fri Jan 27	Fri Mar 24				Strike (9-5)	Wed Apr 19
Performance	*Sat Oct 8*	Sat Jan 28	Sat Mar 25					*Easter Weekend*
Performance	Wed Oct 12	Wed Feb 1	Wed Mar 29					
Performance	Thu Oct 13	Thu Feb 2	Thu Mar 30					
Performance	Fri Oct 14	Fri Feb 3	Fri Apr 1					
Performance	Sat Oct 15	Sat Feb 4	Sat Apr 2					
Strike (9-5)	Mon Oct 17	Mon Feb 6	Mon Apr 3					
Strike (9-5)	Tue Oct 18	Tue Feb 7	Tue Apr 4					
Strike (9-5)	Wed Oct 19	Wed Feb 8	Wed Apr 5					

Thanksgiving Weekend



SCENERY BUILD CREW

A **Scenery Build Crew** assignment is for **4 hours per week** over **13 weeks** in a single term during a regular designated time and counts for **50 hours**.

YOU MUST HAVE PREVIOUSLY TAKEN OR CONCURRENTLY TAKE

THTR 250 or THTR 350 TO SIGN UP FOR THIS CREW.

Special requests for this crew can be made by showing you have previous experience and entry level skills.

Scenery Build Crew members work on building scenery and props for all productions, loading-in, striking and maintaining the shows, and will also work in organizing and maintaining our theatres, shops, and storage areas. Work as a Scenery Build Crew member will involve lifting heavy objects and using power tools. You will not be asked to use any machinery that you feel uncomfortable with (i.e. power saws), but crew members will be expected to aid in construction to the best of their ability and with a positive attitude. Members of the Scenery Build Crew will select time slot during which they are expected to be present and working for all 13 weeks. The time slots are as follows:

A1 Mon & Wed 1:00 PM – 3:00 PM	B1 Wed & Fri 1:00 PM – 3:00 PM*	E1 Mon 1:00 PM – 5:00 PM
A2 Mon & Wed 3:00 PM – 5:00 PM	B2 Wed & Fri 3:00 PM – 5:00 PM	E2 Tue 1:00 PM – 5:00 PM
C1 Tue & Thu 1:00 PM – 3:00 PM	D1 Mon & Fri 1:00 PM – 3:00 PM*	E3 Wed 1:00 PM – 5:00 PM
C2 Tue & Thu 3:00 PM – 5:00 PM	D2 Mon & Fri 3:00 PM – 5:00 PM	E4 Thu 1:00 PM – 5:00 PM
		E5 Fri 1:00 PM – 5:00 PM

***Term 2 ONLY**

The Scenery Build Crew assignments start Week 2 for both Terms 1 and 2.

This 13 week crew assignment **extends into the exam week**. You are required to keep your regular hours during exam week. You may move your scheduled hours if you have an exam session that directly conflicts with your assigned hours; this adjustment must be worked out with the staff supervisor or Brad Powers no later than two weeks after the exam schedule is posted.

The university and shops are officially closed for stat holidays and you are not expected to be present nor working on these dates:

Monday October 10th, Friday November 11th, Monday February 13th, Friday April 14th, Monday April 17th.

The shops are open the first two weeks of each term and during reading week in Term 2, attendance is **not** required, but **additional** hours may be earned that week.



COSTUME BUILD CREW

A **Costume Build Crew** assignment is for **4 hours per week** over **13 weeks** in a single term during a regular designated time in the costume shop and counts for **50 hours**.

YOU MUST HAVE PREVIOUSLY TAKEN OR CONCURRENTLY TAKE THTR 250 or THTR 356 TO SIGN UP FOR THIS CREW.

Special requests for this crew can be made by showing you have previous experience and entry level skills.

Costume Build Crew members work on building costumes for all productions, and also work in organizing and maintaining our stock and storage areas. Work in the costume shop involves the use of sewing machines, steamers and industrial irons as well as hand sewing. You do not need experience with this equipment, but should have a positive attitude about learning how to use them. Members of the Costume Build Crew will select time slot during which they are expected to be present and working for all 13 weeks. The time slots are as follows:

F1 Mon & Wed Noon – 2:00 PM

G1 Tue & Thu Noon – 2:00 PM

H1 Mon Noon – 4:00 PM

F2 Mon & Wed 2:00 PM – 4:00 PM

G2 Tue & Thu 2:00 PM – 4:00 PM

H2 Tue Noon – 4:00 PM

H3 Wed Noon – 4:00 PM

H4 Thu Noon – 4:00 PM

The Costume Build Crew assignments start Week 2 for both Terms 1 and 2.

This 13 week crew assignment extends into the **exam week**. You are required to keep your regular hours during exam week. You may move your scheduled hours if you have an exam session that directly conflicts with your assigned hours; this adjustment must be worked out with the staff supervisor or Brad Powers no later than two weeks after the exam schedule is posted.

The university and shops are officially closed for stat holidays and you are not expected to be present nor working on these dates:

Monday October 10th, Friday November 11th, Monday February 13th, Friday April 14th, Monday April 17th.

The shops are open the first two weeks of each term and during reading week in Term 2, attendance is **not** required, but **additional** hours may be earned that week.



SCENIC PAINT CREW

The Scenic Paint Crew is responsible for the painting and finishing of set and props elements under the direction of the scenic artist. Work on the paint crew includes setting up the shop or stage for painting, preparing the scenery for paint, painting the scenery, and the ever important cleanup. Tasks for cleanup include proper daily cleaning of all paint tools, daily cleaning of the shop and stage spaces used for paint calls, and keeping track of (labeling) show specific paints. During the run of the shows, there may be short paint calls when necessary for touch-ups.

YOU MUST HAVE PREVIOUSLY TAKEN OR CONCURRENTLY TAKE THTR 150, THTR 250, or THTR 352 TO SIGN UP FOR THIS CREW.

Special requests for this crew can be made by showing you have previous experience and entry level skills.

A **Scenic Paint Crew** assignment is available for 25 or 50 hours. You may request a maximum of 25 hours for 99A, a maximum of 50 hours for 99B or 99C. You are required to sign up for calls when they become posted (emailed), and once you have signed up, you must attend those calls.

Scenic Paint Crew calls happen in the evenings and weekends, and could also involve late evening floor painting calls.

The approximate dates of the Scenic Paint Crew calls are:

<i>Edward II</i>	Weeks of September 11 th , September 18 th & September 25 th
<i>Love & Information</i>	Weeks of December 11 th , January 1 st & January 8 th
<i>Les Belle Soeurs</i>	Weeks of February 19 th , February 25 th & March 5 th
THTR 371 Project	Weeks of October 2 nd , 9 th & 16 th
THTR 520A Project	Weeks of November 13 th , 20 th & 27 th
THTR 520C Project	Weeks of March 26 th & April 2 nd & 9 th