

DRAMA PERFORMANCE PRACTICUM
DRAM 391/393/491/493

Course Coordinator: Christine Brubaker, Drama Division Lead christine.brubaker@ucalgary.ca

Read **ALL** of these directions carefully.

These courses have been designed to provide students with course credit for **major** artistic projects which they undertake during the academic year. Students completing the BFA Drama will be required to complete DRAM 391 as part of their program. Please see page 3 for a detailed listing of possible practicum opportunities for 2023-2024. If you would like to propose a role outside of the list, please email the Course Coordinator.

THE FOLLOWING PRINCIPLES AND PROCEDURES MUST BE FOLLOWED

- 1) Any project must have an artistic or 'growth' component. It cannot be work duty.
- 2) A student has completed Drama 391/393/491 and 493 when they have completed the required project(s) AND submitted a written essay to their supervisor.

NOTE: It is possible that a single project may not qualify for credit, in which case it may be possible to combine certain projects.

Prior to registration you must:

- 1) Choose a role or function in an appropriate project.
- 2) For intro level practicum 391, proceed to step 4 below.
- 3) For senior level practicums (393, 491 & 493) you must secure formal supervision by an appropriate member of the Drama faculty. The appropriate supervisor is as follows:
 - For performance in a mainstage production, the supervisor is the Division Lead or Coordinator of Acting. If the Director is a graduate student, the course supervisor is the graduate student's supervisor.
 - For design, technical positions and special projects, the faculty member with whom the student is working is the appropriate supervisor.
- 4) Submit your application via the [Drama Performance Practicum Online Form](#) for approval.
- 5) Approval or rejection of your submission will be emailed to you by the SCPA Academic Program Specialist. If successful, you will be notified via email that you can register for your 391/393/491/493 course in your student centre.

IMPORTANT: All University registration deadlines must be adhered to. Please submit the Drama Performance Practicum Form **by noon on the Tuesday before the deadline** for processing.

DEADLINES		
FALL 2023	Practicum application forms due	Tuesday September 12 2023, 9 a.m.
	Deadline to add courses	Friday September 15, 2023
	Course written essay due via D2L	Wednesday, December 6, 2023, 11:59 p.m.
WINTER 2024	Practicum application forms due	Friday January 12, 2024, 9 a.m.
	Deadline to add courses	Thursday January 18, 2024
	Course written essay due via D2L	Tuesday April 9, 2024, 11:59 p.m.

DETAILS OF WRITTEN ESSAY AND FINAL GRADES

Written Essay

The essay should be 1000 words in length and should be a thorough and honest reflection of your experience of the project, tracking the aspects of the process that were the most challenging and rewarding for you. The focus should be on what you **have learned** through engaging in this process. This is not a critique of the director, supervisor, or ensemble members. Please keep this essay focused on your learning experience, based on your practicum objectives and expected responsibilities.

Grading

There are four components that make up the final grade:

Professionalism	25% - conduct in rehearsals/production, focus, reliability, clear and open communication, collegiality.
Preparation	25% - diligence in attending to: homework, punctuality, deadlines, and other requirements.
Research	25% - originality, initiative in creative contribution and collaboration.
Written Essay	25% - the quality of reflection and analysis, thoroughness, clarity of expression, organization of thought, grammar, etc.

The grade is based purely on the quality of your process. No component deals with an evaluation of the quality of the overall product in which you were involved.

All components will be graded by the supervisor who signed the form in consultation with the director or designer (where applicable).

The essay will be due on the final day of classes (**Fall 2023 deadline is Wednesday, December 6, 2023; Winter 2022 deadline is Tuesday, April 9, 2024**) via the D2L for the course. Essays will be treated as confidential between the supervisor and the student.

Equivalent Letter- Percentage Grades

A+ 100 – 97
A 96 – 93
A- 92 – 90
B+ 89 – 86
B 85 – 83
B- 82 – 80
C+ 79 – 76
C 75 – 73
C- 72 – 70
D+ 69 – 65
D 64 – 60

What can count as Drama Performance Practicum?

Here are some examples and idea.

Mainstage Productions

- DRAM 391 - Running Crew (lighting, sound, projection board operator, backstage crew, dresser)
- DRAM 393 / 491 / 493 (see details below)
 - Actor
 - Stage Manager
 - Assistant Stage Manager
 - Assistant Designer or Designer (set, costume, lighting, sound, projection)
 - Assistant to a specific production department (*judged on a show-by-show basis for sufficient time and complexity - for example: Assistant Head of Props, Props Builder, Head of Wardrobe*)
 - Musician
 - Composer
 - Alchemy Production Manager
 - Alchemy Production Stage Manager
 - ND Theatre Executive Member
(*may only receive 3.00 units of practicum credit for this role*)
 - Junior and Senior Producer

What does not count as Drama Performance Practicum?

- Off Campus productions
- Single show participation in Alchemy
- Single show participation in ND Theatre
- Acting in undergraduate/graduate directing scenes (DRAM 411, 413, 511, 610)

The following positions are available for a DRAM 391 Practicum

Hang, Focus, and Install Crew

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
- Required
 - o Closed-toed shoes
 - o Steel-toe shoes or boots an asset but not required
 - o Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - o Workplace safety including personal protective equipment (PPE)
 - o How to use stage tools and equipment including lighting, sound, projections, and rigging
 - o How to work with designers, other production personnel, and on a team
- Anticipated activities (major responsibilities that you will carry out in your role)
 - o Learn how to hang and focus lighting equipment, install sound equipment, rigging, set installs, seating assembly, and the removal of all equipment
 - o Replacing, cleaning, and organizing technical production equipment
- Dates – Fall (September 5-December 6), Winter (January 8-April 9)
 - o There are no shifts during Fall or Winter Term Break Weeks
- Hours – variable – some daytimes, some evenings – daytime calls will be around class schedule

Running Crew

- Shakespeare In Love – October 30-December 2
- Lights Out – January 8-February 17
- Alchemy (various projects TBA) – March 11-April 7
- Positions Available
 - Lighting Board Operator
 - Sound Board Operator
 - Projection System Operator
 - Backstage Crew (Set, Props and Furniture)
 - Dresser
 - Venue Technician (Alchemy)
- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - o Complete UC Harassment and Violence Awareness online training
- Required
 - o Black clothing: long-sleeved shirt, pants, closed-toes shoes
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - o Skills and tasks specific to position running a show backstage – including presets, postsets, deck mopping, laundry, props maintenance
 - o Safe operating, setup, maintenance, and storage of equipment
 - o Understanding and using proper headset etiquette
 - o Teamwork
- Anticipated activities (major responsibilities that you will carry out in your role)
 - o Following instructions of senior crew members and stage management
 - o Accomplishing cues during the show as directed and rehearsed in technical rehearsals

- Performing all tasks safely to the best of your ability
 - Practicing working on a team with actors, directors, designers, stage managers, and production personnel
 - Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks
 - Hours – variable
 - usually 4 nights per week (5 hours per night) and 1 day on the weekends (8 hours) for 3 weeks
 - additional time required for paperwork, meetings, training, and responding to emails and messages
-

The following positions are available for DRAM 393/491/493 Practicums

Acting positions

- Shakespeare In Love – October 3-December 2
- Lights Out – January 2-February 17
- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Normally DRAM 391 is required
- Required
 - Audition
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Skills in acting and performance: character work, text, voice, and movement
 - Skills in research preparation, rehearsal techniques and etiquette
 - Practice working with cast members, directors, stage management, production, and design teams
 - Practice sustaining performance in a run context
 - (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Work with the director to realize the role assigned
 - Conduct the necessary preparation to engage fully in rehearsals and performances
- Dates – (see above)
 - There are no rehearsals during Fall or Winter Term Break Weeks
- Hours – variable
 - usually 4 nights per week (4 hours per night) and 1 day on the weekends (7 hours) for 7-8 weeks
 - additional time required for preparation, learning lines, research, fittings, and coaching

Costume Workshop (Reeve Theatre room 119) – Production Assistant

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Normally DRAM 381.04 Costume Techniques and DRAM 391 are required
- Required
 - Pre-assignment meeting
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Workshop safety including personal protective equipment (PPE)
 - Basic hand sewing skills, pressing techniques, laundry skills
 - Organization and paperwork – ex. dresser sheets
 - How to use a domestic sewing machine
 - How to work with actors, designers, other production personnel, and on a team
 - (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Work on mainstage production costume creation which may include alterations, hemming, buttons, ironing, laundry, maintenance of costume pieces, organization of costume racks
 - Creating and updating production costume paperwork – ex. costume plot, dresser sheets, costume bible

- Assist in costume fittings
 - Organize and maintain the costume workshop and storage areas – ex. replacing items, cleaning, organizing
- Dates – Fall (September 5-December 6), Winter (January 8-April 9)
 - There are no shifts during Fall or Winter Term Break Weeks
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
 - 8:30am-12:00pm or 13:00-16:30pm (subject to change) around class schedule

Properties Workshop (Reeve Theatre room 122) – Production Assistant

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Normally DRAM 391 is required
- Required
 - Pre-Assignment meeting
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Workshop safety including personal protective equipment (PPE)
 - Learn how to use properties workshop machines - including saws, drills, knives, and spray equipment
 - Learn basic props construction techniques, molding, casting, upholstering depending on mainstage production work needed and areas of learning desired by student
 - How to work with designers, other production personnel, and on a team
 - (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Applying learned skills and techniques to support the construction of set and properties pieces for mainstage productions – this will include basic painting and breakdown on sets, props, and floors
 - Organize and maintain the properties workshop and storage areas – ex. replacing items, cleaning, organizing
- Dates – Fall (September 5-December 6), Winter (January 8-April 9)
 - There are no shifts during Fall or Winter Term Break Weeks
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
 - 8:30am-12:00pm or 12:30-16:00pm (subject to change) around class schedule

Stagehand – Production Assistant

- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Normally DRAM 391 is required
- Required
 - Interview
 - Complete UC Harassment and Violence Awareness online training
 - Steel-toe shoes or boots an asset
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Workshop safety including personal protective equipment (PPE)
 - How to use stage tools and equipment including lighting, sound, projections, and rigging, and seating risers
 - How to work with designers, other production personnel, and on a team
 - (You must list a research component)

- Anticipated activities (major responsibilities that you will carry out in your role)
 - o Role will vary by assignment and may include -
 - o Learning how to read a lighting plot, lighting hangs and focus, sound equipment hanging, rigging, set installs, and seating assembly and removal of all equipment
 - o Operating lighting, sound, and projection equipment for classes
 - o Maintaining standard rehearsal items in studio
 - o Providing technical support to classes and productions
 - o Equipment maintenance
 - o Organize and maintain the tech work room, assorted theatre venues, and storage areas – ex. replacing items, cleaning, organizing
- Dates – Fall (September 5-December 6), Winter (January 8-April 9)
 - o There are no shifts during Fall or Winter Term Break Weeks
- Hours – 2 x 3.5 hours shifts per week during regular workshop hours
 - o 8:30am-12:00pm or 13:00-16:30pm (subject to change)

Stage Management positions

- DRAM 611 – September 5-December 6
 - o Stage Manager/Coordinator for Class presentations
- Shakespeare In Love – September 25-December 2
 - o Assistant Stage Manager x 2
- Lights Out – January 2-February 17 (plus December prep)
 - o Assistant Stage Manager x 2
- Alchemy (various projects TBA) – February 25-April 6
 - o Various Stage Manager positions
- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - o Normally DRAM 321 and 391 are required
- Required
 - o Pre-meeting interview
 - o Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - o Practice organizational, time management, paperwork, and people skills
 - o Practice working on a team with actors, directors, designers, and production personnel
 - o Practice professional standards as outlined in CAEA Collective Agreement
- Anticipated activities (major responsibilities that you will carry out in your role)
 - o Take a leadership role to ensure that the production is organized towards the established goals
 - o Organize rehearsals, paperwork and communication between actors, the creative team, and the production workshops
- Dates – (see above)
 - o There are no rehearsals during Fall or Winter Term Break Weeks
- Hours – variable
 - o usually 4 nights per week (5 hours per night) and 1 day on the weekends (8 hours) for 8 weeks
 - o additional time required for paperwork, meetings, responding to emails and messages, and daily workshop visits

Scenic Painter

- Fall 2022 – September 5-December 6
 - For Shakespeare In Love and other projects
- Winter 2023 – January 2-April 9
 - For Lights Out, Alchemy and other projects
- Prerequisite – DRAM 200 or 210; 223, 225; 240 or 243 and consent of Drama Lead
 - Normally DRAM 381.05 Scenic Art and DRAM 391 are required
- Required
 - Interview
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Learn and practice painting techniques and skills
 - Practicing specific painting techniques in advance of applying paint to the set, floor, or properties pieces
 - Practice project management, organizational, time management skills
 - Practice working on a team with designers, and production personnel
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Follow instruction of the Designer to ensure that the scenic paint work on the production is organized and executed towards established goals and deadlines
 - Support the work of the set and properties designer on the production
 - Complete the painting on the production within the time allotted
 - Communicate between the set and props designer, the properties workshop, stage management, and the creative team
- Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks

Hours – variable based on production schedule (daytimes, evenings, and weekends)

Junior Producer

- Prerequisite – DRAM 209 or 210; 223, 225, 391 and consent of Drama Lead
- Required
 - Interview
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Marketing and Promotion Strategies for Theatre
 - Event Planning
 - Facilitation and Leadership skills working with multiple teams and stakeholders
 - (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Learning how to market and promote mainstage performances through conventional and digital media
 - Liaising and working with the matrix of producing activities including FOH, production and creative teams
 - Learning the activities and responsibilities of Artistic Direction

- Planning, organizing and running of opening night and other division events
- Dates – Fall (September 5-December 6), Winter (January 8-April 9)
 - There are no shifts during Fall or Winter Term Break Weeks
- Hours – Weekly meetings with Marketing (TBD), Production (TBD); Approximately 5 hours per week with concentrated time in preparation for opening performances.

-

The following positions are available for DRAM 491/493 Practicums only

Creative Team positions

- Shakespeare In Love – September 5-December 2
 - Stage Manager
 - Assistant Director
 - Assistant Designer
 - Movement
- Lights Out – January 2-February 17 (plus prep in December)
 - Stage Manager
 - Assistant Director
 - Assistant Designer
 - Movement
- Prerequisite – DRAM 393 and Consent of Drama Lead
- Required – Interview
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Specific skills associated with position
 - Practice working on a team with actors, directors, designers, choreographers, stage managers, musicians, and production personnel
 - Advanced communication skills
 - Personal time management in a semi-professional setting
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Communicate and interact with the actors and other members of the creative and production teams to a semi-professional standard
 - Demonstrate leadership skills to ensure that your area of production is organized towards the established goals and deadlines
 - Generate paperwork and communicate between the creative team, stage management, designers, and production workshops
 - Demonstrate interpersonal skills: in written and verbal communications and interactions
 - Complete specific tasks assigned based on assignment to a semi-professional standard.
- Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks
- Hours – variable

Production Department Lead

- Fall 2023 – September 5-December 6
 - For Shakespeare In Love and other projects
- Winter 2024 – January 2-April 9
 - For Lights Out, Alchemy and other projects
- Positions Available (subject to needs of mainstage productions)
 - Production Management
 - Venue Technician
 - Lighting
 - Sound
 - Video

- Scenic Carpentry
- Properties
- Costumes
- Prerequisite – DRAM 393 and Consent of Drama Lead
- Required
 - Interview
 - DRAM 321 an asset but not required
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Learn and practice leadership, project management, organizational, time management, costing, paperwork, and people skills
 - Practice working on a team with actors, directors, designers, stage managers, and production personnel
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Work with the Department head to prioritize the workshop build and projects
 - Ensure that your area of production is organized towards the established goals and deadlines
 - Complete tasks assigned by the deadline
 - Generate paperwork and communicate between the creative team, stage management, designers, and production workshops
- Dates – (see above)
 - There is no work during Fall or Winter Term Break Weeks
- Hours – variable (daytimes, evenings, and weekends)

SENIOR PRODUCER

- Prerequisite – DRAM 393 and consent of Drama Lead
- Required
 - Interview
 - Complete UC Harassment and Violence Awareness online training
- Outcomes (anticipated skills to be learned or practiced in this practicum)
 - Marketing and Promotion skills for theatre performances
 - Event Planning
 - Skills working with producing teams including multiple stakeholders
 - Experience with Artistic Direction
 - (You must list a research component)
- Anticipated activities (major responsibilities that you will carry out in your role)
 - Designing and executing marketing and promotional strategies for mainstage performances through conventional and digital media
 - Liaising and working with the matrix of producing activities including FOH, production and creative teams
 - Working closely with the Artistic Director of Drama on outward facing events.
 - Taking the producing lead on various Alchemy Events
 - Planning, organizing and running opening night and other events
- Dates – Fall (September 5-December 6), Winter (January 8-April 9)
 - There are no shifts during Fall or Winter Term Break Weeks

Hours – Weekly meetings with Artistic Director, Marketing, & Production; Approximately 5 hours per week with concentrated time in preparation for opening performances.

Please note that this is not a complete list of all possible opportunities. If you have an idea for a specific role that you would like to do for a Drama Performance Practicum, please consult with a Drama faculty member.

Check your UCalgary email regularly and watch <https://arts.ucalgary.ca/creative-performing-arts> for postings for specific opportunities!!