



Course specification

Description: Technical Production and Management 1

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
STM	3005	40768	1, 2005	ONC	3.00	Toowoomba

Academic group:	FOART
Academic org:	FOA006
Student contribution band:	1
ASCED code:	100103

STAFFING

Examiner: Stafford Mortensen

REQUISITES

Pre-requisite: CMS1000 and CSC1402 and STM2004 and THS2000 and Students must be enrolled in Program: BTHR

SYNOPSIS

This course is a continuation of studies in technical/production areas of theatre for those students who wish to pursue a career in the live entertainment industry. It provides advanced study, training and experience of the stage manager and/or in senior technical or administrative positions. Included is the theoretical and practical mounting of a production from a stage management or senior technical or administrative position. A secondment period with a professional performing arts company may be undertaken.

OBJECTIVES

On successful completion of this course students will:

1. demonstrate a knowledge of areas examinable in either the Stage Manager or technical or administrative position;
2. demonstrate skills in assigned areas of the Stage Manager or middle management technical or administrative position;
3. demonstrate a practical understanding and awareness of production and artistic staff interaction;
4. demonstrate an aptitude to work in a professional theatre environment as a Stage Manager or middle management technician or administrator.

TOPICS

Description	Weighting (%)
1. Occupational health and safety (continued)	10.00

2.	Lighting	10.00
3.	Sound	10.00
4.	Running the rehearsal room	10.00
5.	The Stage House	10.00
6.	Production management	10.00
7.	Stage management responsibilities	10.00
8.	Management in action	10.00
9.	Administration procedures	10.00
10.	Documentation and oral communication skills (continued)	10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

USQ Stage Management Handbook, compiled by M Morrell

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	400.00
Lectures	42.00
Others	53.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
PROD WORK/SECONDMENT	40.00	40.00	01 Mar 2005
TEST 2 HOURS	40.00	20.00	01 Mar 2005 (see note 1)
ASSIGNMENT 2	20.00	20.00	01 Mar 2005 (see note 2)
ASSIGNMENT 1	20.00	20.00	10 Jun 2005

NOTES

1. Students will be notified of the test date when the timetable has been finalised.

2. Students will be advised of the assessment date.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
It is the student's responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks for all summative assessment items.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- 6 Examination information:
The exam for this course is a CLOSED EXAMINATION, and candidates are allowed to bring only writing and drawing instruments into the examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Any deferred or supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

ASSESSMENT NOTES

- 9 (a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. (b) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may

be awarded the temporary grade: IM Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (e) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

- 1 In order to meet course objectives 2, 3 and 4, and in view of the development of vocational skills they entail, students are strongly advised to attend all classes.
 - 2 Special attention will be paid to the development of a professional work method approach.
 - 3 The final grade is determined on the total accumulated points. Assessment is continuous.
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