



CAPILANO UNIVERSITY, DOUGLAS COLLEGE, LANGARA COLLEGE, VANCOUVER COMMUNITY COLLEGE COURSE OUTLINE	
TERM: SUMMER 2013	COURSE NO.: BPAC 402
INSTRUCTOR:	COURSE NAME: ADVANCED PRODUCTION PLANNING 1
OFFICE: EMAIL:	SECTION NO.: COURSE CREDITS: 3

COURSE FORMAT: Instructional hours per week: 4 hours per week for 15 weeks.

COURSE PREREQUISITES: None

MISSION STATEMENT: The cohort-based BPA program will bring together both recent college graduates and established creative artists to create a dynamic mix of students and arts backgrounds. Students will gain the skills and knowledge they need to succeed within the performing arts milieu, and a breadth of knowledge that will enable them to think critically: they will examine the historical and cultural context of the performing arts, critique the socio-political and cultural environment of the performing arts industry, and acquire the skills and tools to navigate their way through and build their own careers within this industry. They will also form a production company and develop and mount their own collaborative effort – an original, interdisciplinary performance event. Creating the production will challenge students to explore, master and apply the interdisciplinary performance theory and knowledge they have studied, and enhance their creative and performance abilities.

Graduates will demonstrate competency in various aspects of producing and performing interdisciplinary projects: communication, teamwork, leadership, negotiation, critical self-awareness, problem-solving and decision-making. They will possess the core competencies required to succeed in the highly competitive world and business of the professional performing arts. The program’s unique, creative and practical blend of academic and applied studies will prime students for the multifaceted and entrepreneurial aspects of the world they are entering.

Program Student Learning Outcomes: Upon successful completion of the program, graduates will be able to:

- Demonstrate competency in the critical aspects of producing and performing interdisciplinary productions which may utilize at least one of the performing arts disciplines: music (vocal, instrumental, electronic), theatre, acting, musical theatre, dance, arts administration, technical theatre or production design.
- Conduct research across the performing arts disciplines, and use results to effectively inform performing arts works.
- Analyze the history and socio-economic, political and cultural context of the performing arts.
- Apply conceptual, administrative and technical skills to diverse performing arts projects.
- Communicate about the performing arts and their own work in oral and written form.
- Present work effectively in group settings.
- Participate in self-assessment and respond productively to critique of work.

- Demonstrate a clear understanding of professional ethics.
- Employ project management skills and apply analytical, quantitative, conceptual and problem-solving skills to the performing arts.
- Conduct research into and make informed decisions about career choices in the world of the performing arts.
- Apply the managerial skills and knowledge of business practices required to work as a self-employed individual or administrator in the performing arts field.

COURSE OBJECTIVES:

General : This course examines and analyzes the organizational structures and systems in arts and entertainment management. Students explore how performing arts organizations function and how production, distribution and support of arts and cultural products intersect in the Canadian context.

Student Learning Outcomes: Upon successful completion of this course, students will be able to:

- Discuss how performing arts organizations function and how production, distribution, and support of arts and cultural products intersect in the Canadian context;
- Set up and manage a performing arts organization and fund, market and present performances;
- Employ project management skills and apply analytical, quantitative, conceptual and problem-solving skills to the performing arts;
- Apply the managerial skills and knowledge of business practice required to work in the arts management field;
- Conduct research, and use and adapt information to specific project;
- Demonstrate understanding of the functioning of technical and design production elements;
- Communicate about their work in written form;
- Present their work effectively in group settings.

COURSE CONTENT:

WEEK	CONTENT
1	Introduction, in-class assignment
2	<i>Thinking through the creative process: why do we do this?</i>
3	<i>Organizing the creative process; how do we do this?</i>
4-5	Introduction to design for collaborative interdisciplinary work
6	Management Structures in Non-Profit and For-Profit Arts and Entertainment Organizations Grant application assignment
7	Human Resource Development: <i>who does what and why?</i>
8	Financial Management; Budgets and Schedules Budget or schedule assignment
9	Touring, Contracts and Technical Riders Technical rider assignment
10	Media Relations: Marketing and Promotion
11	Facility Management: Front of House, Box Office and Audience Services
12	Production and Stage management: paper tech
13	Production process: physical resources
14	Architecture of performance: field trip
15	Wrapping up Journal due and Quiz given

REQUIRED TEXTS:

Campbell, Drew. *Technical Theatre for Nontechnical People*. Alworth Press, New York. 2004.

Bogart, Anne. *and then you act, making art in an unpredictable world*. Routledge. New York. 2007.

Course package of selected essays and texts

EVALUATION PROFILE:

1. 4 written assignments: A) Journal	20%
B) Grant application	10%
C) Budget or schedule.....	20%
D) Technical rider.....	10%
2. Oral Presentation.....	15%
3. Quiz.....	15%
4. Attendance and participation.....	10%
TOTAL.....	100%

GRADING PROFILE:

A+ = 90-100%	B+ = 77-79%	C+ = 67-69%	D = 50-59%
A = 85-89%	B = 73-76%	C = 63-66%	F = 0-49%
A- = 80-84%	B- = 70-72%	C- = 60-62%	

ASSIGNMENTS:

- 1. Assignments** - assignments will be take-home and due in two weeks.
- 2. Participation** - students are expected to be in attendance at all classes and participate fully in class projects.
- 3. Quiz** - students are required to sit a written test on material as scheduled.
- 4. Oral Presentation** - each student will be expected to participate in one oral presentation with one other student with a schedule to be determined by instructor.

OPERATIONAL DETAILS:**University Policies:**

Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance:

Students are expected to be on time for classes, and to attend all classes and rehearsals. Attendance is essential for successful completion of the course. Students who miss more than 10% of classes will not receive credit for the course. Students are responsible for all material covered in class, even if absent, including announcements and day-to-day assignments.

Class Participation:

The grade for class participation is based on both the frequency and the quality of the student's comments, questions and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks.

Missed Exams and Projects: Missed exams and project presentations cannot be made up except in the case of serious illness or accident. An official letter from a doctor must accompany any request.

Late Assignments: Late assignments will be reduced half a letter grade (e.g. B+ to B, B- to C+) per day and will not be accepted after 10 days except at the instructor's sole discretion. Normally, late performance and class presentations will not be accepted.

Cheating/Plagiarism: Please see University calendar for policy, and Writing Centre for information on what plagiarism is and how to incorporate source materials into written assignments.

Incomplete Grades: An "I" grade will be given at the discretion of the instructor only if the student has a reasonable chance of completing the required assignments by the date agreed upon as an extension. Normally, performance and class presentations will not be considered for the "I" grade.

English Usage: Students are expected to write clear sentences, organized and developed paragraphs and essays (where assigned), which conform to the MLA (Modern Language Association) style. Please see the Writing Centre for help with writing questions and problems.

Professional Behaviour: Students are expected to demonstrate a professional attitude and behaviour towards their work, fellow students and their instructor. Each student should demonstrate reliability, respect for and cooperation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in this course. Students should have respect for equipment and systems, and a constructive response to criticism.

Punctuality: Punctuality is essential.