

School of English and Theatre Studies

Policies regarding DRMA*4250 and DRMA*4260

Published 03 March 2004 – these policies come into effect for courses slated for Fall 2004.

1. DRMA*4250/4260 are capstone courses for students who have demonstrated appropriate creative and organizational capabilities. DRMA*4250/ 4260 credit is awarded only for major conceptual and creative work.
2. DRMA*4250/4260 projects may be individual or collaborative.
3. A DRMA*4250/4260 project cannot replicate the content of other courses in the curriculum by serving as a “replacement.”
4. To be eligible to *enrol* for DRMA* 4250/4260 credit, a student must be a declared Major or Minor in Drama who has completed more than 12.0 credits toward the BA degree, who has met the calendar requirements and completed at least one of these courses as appropriate: DRMA*2220, DRMA*3110, DRMA*3220, DRMA*3410, DRMA* 3700 **OR** DRMA* 4340.
5. Those students who are not yet eligible to enrol in DRMA* 4250/4260 but who are hoping to be part of a DRMA* 4250 project may—with a faculty supervisor's approval—register for DRMA* 3410/3420 or DRMA* 3600 as appropriate and join the project.
6. **The policy of the Program is that a student may undertake only one production-related course in any given semester.** So in a semester in which a student is enrolled in any DRMA* 4250/4260, she or he **may not** be simultaneously enrolled in any DRMA*2220, DRMA* 3110/3120, DRMA* 3220/3230 or DRMA* 4090.
7. All DRMA* 4250/4260 projects are supervised by a full-time faculty member, who retains final authority over the course as its supervisor.
8. The deadline for submitting completed applications for DRMA* 4250/4260 will be no later than one week prior to the start of pre-registration for the following semester. Completed applications are submitted to the Office of the Director, School of English and Theatre Studies. Deadlines for individual semesters will be announced separately. Ordinarily no DRMA*4250/4260 projects will take place during the summer semester. **(Special notice for Fall 2004 semester: in this instance, the deadline will be March 22, 2004.)**
9. Applications must include

- a course outline that includes specific learning objectives for all students involved who are applying for DRMA* 4250/4260 credit, a marking scheme, a list of assignments, roles, and special assignments within the 4250/4260
 - a list of all other Drama courses in which participants will be simultaneously enrolled during the semester the project is proposed to take place
 - any additional information on the role(s) of other students in the project
 - a preliminary budget
 - initial requests for costume stock and materials from the scene shop
 - request for performance space and proposed dates of performance
 - faculty supervisor's signature agreeing to the course outline.
10. All students engaged in DRMA*4250/4260 projects submit written academic reports as a part of the completion of the project. The report will constitute a portion of the mark for the course; the nature, scope, and length of the report requires the agreement of the faculty supervisor.
 11. The budget from SETS for each DRMA* 4250/4260 project is \$250.00, excluding royalties, which are paid directly by SETS. Publicity charges are subtracted from the \$250.00 limit. Expenditures beyond that limit must be approved by the faculty supervisor and cannot be paid with SETS school funds. Box office receipts for tickets sold to the performance are credited to the SETS budget for the Drama Program. It is the responsibility of the DRMA*4250/4260 participants to communicate with the Office of the Director of SETS well in advance of any performance regarding the process of securing rights and the payment of royalties.
 12. Applications are discussed at a meeting of the Theatre Committee before being approved or disapproved; the Theatre Committee recommends approval (or not) to the School Director. The Director makes and communicates the decision regarding approval prior to selection for DRMA 4090s in the pre-registration period. (Because these guidelines have just been approved, in Winter 2004 it will not be possible to communicate any decision before pre-registration concludes.)
 13. Technical support: Students enrolled in DRMA*4250/4260 projects are eligible to ask for advice from the Technical Director and the Costume Supervisor and to reserve space for rehearsal through the Drama Program Office. Students are eligible to draw on the SETS costume stock and scene-shop supplies and equipment at the discretion of the Technical Director and the Costume Supervisor, who will attempt to meet these requests unless they are judged to compromise other courses or projects that are underway. Initial requests are to be included in writing in the application.
 14. Each DRMA*4250/4260 project is required to identify one student who will serve as liaison with the Costume Supervisor and the Technical Director.
 15. All DRMA*4250/4260 project fliers, advertisements, and other publicity must be approved by the Chair of the Theatre Committee prior to publication or distribution.