



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of Communications**

**LEAV-106-X01A & X01B**  
**Live Event Operations**  
**Winter 2018**

**COURSE OUTLINE**

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The course description is online @ <http://camosun.ca/learn/calendar/current/web/leav.html>

*Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

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**1. Instructor Information**

(a) Instructor	George Scott	
(b) Office hours	Wednesday 10:30 – 11: 30 AM	
(c) Location	Y315 B	
(d) Phone	250-370-3657	Alternative: _____
(e) E-mail	ScottG@camosun.bc.ca	
(f) Website	_____	

**2. Intended Learning Outcomes**

Upon successful completion of this course a student will be able to:

1. Collaborate and cooperate with other team members to perform tasks at a live event.
2. Prepare notes, identify spike marks and cues, and execute at the correct moment during a live event
3. Estimate resources, organize people, and schedule the preparation and production of a small event taking into account cultural, Indigenous, and language needs as appropriate.
4. Ensure a safe working environment by complying with health & safety laws, fire and electrical codes, and relevant situational practices.

**3. Required Materials**

- (a) Text - BackStage Handbook – instructor supplied
- (b) Steel toes, hardhat, utility gloves, adjustable ( crescent ) wrench, multi-tool ( Gerber, Leatherman or like )

**4. Course Content and Schedule**

Monday 4:30 – 5: 20 PM – Lecture

Topics to include: Safety orientation  
Site planning  
Set & lighting plot analysis  
Professional standards  
Event management – scheduling

Event management – budgeting  
Event post-assessment using START model  
Stage plot and technical rider analysis  
Rigging orientation  
Suppliers – who, what, where, how much  
Industry look ahead – where are we as industry & persons going

LABS – Tuesday 1:30 to 4:20 PM, Wednesday 11:30 to 2:20 PM

Physical site planning  
LED lighting  
Stage assembly – wood frame  
Scaffolding use & safety  
Tents – erection, packup, safety  
Road cases – use and safety  
Set construction/ assembly  
Draperies – pipe & drape hands on  
Trucking protocol – safety

LABS – Thursday 3:30 to 9:30

Stage layout  
Cabling, patch, microphone placement, operation of sound  
Cable, patch, focus, operation of lighting  
Stage management  
Front of house management  
Set up and operation of audio-visual packages  
Scenic assembly  
  
Post – event assessment

## 5. Basis of Student Assessment (Weighting)

- (a) Festival planning group exercise – 20 %
  - does budget work?
  - analysis of production schedule
  - creativity in overall presentation
- (b) Thursday show operational assessment, including self-assessment – 30%
  - Was show successful?
  - How do we improve going forward?
  - Did we achieve client requirement?
  - Was artist supported per their needs?
- (c) Final quiz - adaptability – 10%
- (d) Attendance & safety awareness – 30%
- (e) Professional development awareness quiz – 10 %

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

Websites as delivered by instructor, plus study of provided text book.

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

## 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

## B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.