




## MODULE SPECIFICATION

| Part 1: Information              |   |                           |                  |
|----------------------------------|---|---------------------------|------------------|
| <b>Module Title</b>              | Departmental Management                 |                           |                  |
| <b>Module Code</b>               | UAMMPC-30-2                             | <b>Level</b>              | 5                |
| <b>For implementation from</b>   | September 2020                          |                           |                  |
| <b>UWE Credit Rating</b>         | 30                                      | <b>ECTS Credit Rating</b> | 15               |
| <b>Faculty</b>                   | Arts, Creative Industries and Education | <b>Field</b>              | Stage Management |
| <b>Department</b>                | Bristol School of Film and Journalism   |                           |                  |
| <b>Contributes towards</b>       | FdA Production Arts (Stage)             |                           |                  |
| <b>Module type:</b>              | Professional practice                   |                           |                  |
| <b>Pre-requisites</b>            | None                                    |                           |                  |
| <b>Excluded Combinations</b>     | None                                    |                           |                  |
| <b>Co- requisites</b>            | None                                    |                           |                  |
| <b>Module Entry requirements</b> | N/A                                     |                           |                  |

| Part 2: Description  |
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| <p>This module will develop your management skills within a production department that is involved in a live production. This is usually the Stage Management department where you will take on a role as an Assistant Stage Manager, a Deputy Stage Manager or a Stage Manager for the first time. You may also choose to work within another area such as technical or construction as a Construction Manager or Production Electrician if your career aspirations lean in that direction.</p> <p>Practical sessions will develop your management skills as you help coordinate your team's activity and will include logistical planning and technical skills relevant to the implementation of key production processes. We will look at public performances to illustrate differing design principles and approaches, and how the technology and craft principles are used to support the text in that particular context.</p> <p>You will be responsible for managing the completion of your part of a project and develop project and time management skills, examining how the overall production schedule during the development of a show is affected by the creation and completion of its designed and managed elements.</p> <p>You will take this module during your second year.</p> |

| <b>Part 3: Assessment</b>   |   |
|---|---|
| To pass this module you must successfully pass both of the component elements below.  |   |
| You will be assessed on your engagement with the team in your department and your management skills to deliver to the deadlines given. You will provide a written evaluation of your learning to demonstrate your understanding of the department. This will usually be written and submitted within the last week before the end of the production but may take the form of a tutorial presentation. |   |
| This is a pass / fail module – meaning that students are not given a grade or percentage for their work but either pass or fail the module.   |   |
| Identify final timetabled piece of assessment (component and element)   | <b>Component A, Element 2</b>   |
| % weighting for component A   | <b>A:</b>   |
|   | <b>Pass/Fail</b>  |
| <b>First Sit</b>  |   |
| <b>Component A</b><br><b>Description of each element</b>  | <b>Element weighting</b>  |
| <ol style="list-style-type: none"> <li>1. Lead creative work within a production department demonstrating practical skills, effective management skills and the ability to work safely to deadlines.</li> <li>2. Self-evaluation of learning during the project.</li> </ol>   | Pass/Fail<br>Pass/Fail  |
| <b>Resit (further attendance at taught classes is not required)</b>   |   |
| <b>Component A</b><br><b>Description of each element</b>  | <b>Element weighting</b>  |
| <ol style="list-style-type: none"> <li>1. Lead creative work within a production department, demonstrating practical skills, effective management skills and the ability to work safely to deadlines.</li> <li>2. Self-evaluation of learning during the project.</li> </ol>  | Pass/Fail<br>Pass/Fail  |
| <b>Part 4: Learning Outcomes &amp; KIS Data</b>   |   |
| <b>Learning Outcomes</b>  | On successful completion of this module you will be able to: <ol style="list-style-type: none"> <li>1. Solve resource problems or technical challenges with minimal guidance. (Element 1)</li> <li>2. Effectively manage a team within a production department to include budgeting, creative design, costing, ordering and purchasing. (Element 1)</li> <li>3. Document working methods and relevant aspects of a production, communicating effectively with other departments. (Element 1)</li> <li>4. Evaluate your learning and articulate the key aspects of your role within a production department showing an understanding of the equipment and processes used. (Element 2)</li> </ol> |

|   |  |   |                         |                       |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
|---|--|---|-------------------------|-----------------------|-----------------|----|--|--|---|---------------------------------|--|--|--|--|------------------------------------|--|--|--|----|----------------------------------|--|--|--|------|--------------------------------------|--|--|--|----|--|--|--|--|
| <b>Key Information Sets Information (KIS)</b> | <b>Key Information Set - Module data</b>   |   |                         |                       |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
|   | Number of credits for this module  |   |                         |                       |                 | 30 |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
| <b>Contact Hours</b>                          | Hours to be allocated  | Scheduled learning and teaching study hours | Independent study hours | Placement study hours | Allocated Hours |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
|   | 300  | 260   | 40                      | 0                     | 300             |    |  |  |  |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
| <b>Total Assessment</b>                       | The table below indicates as a percentage the total assessment of the module which constitutes a;  |   |                         |                       |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
|   | <p><b>Written Exam:</b> Unseen or open book written exam<br/> <b>Coursework:</b> Written assignment or essay, report, dissertation, portfolio, project or in class test<br/> <b>Practical Exam:</b> Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)</p> <table border="1"> <tr> <td colspan="2">Total assessment of the module:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Written exam assessment percentage</td> <td></td> <td></td> <td></td> <td>0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td></td> <td></td> <td></td> <td>100%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td></td> <td></td> <td></td> <td>0%</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>100%</td> </tr> </table> |   |                         |                       |                 |    |  |  |   | Total assessment of the module: |  |  |  |  | Written exam assessment percentage |  |  |  | 0% | Coursework assessment percentage |  |  |  | 100% | Practical exam assessment percentage |  |  |  | 0% |  |  |  |  |
| Total assessment of the module:               |  |   |                         |                       |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
| Written exam assessment percentage            |  |   |                         | 0%                    |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
| Coursework assessment percentage              |  |   |                         | 100%                  |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
| Practical exam assessment percentage          |  |   |                         | 0%                    |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
|   |  |   |                         | 100%                  |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |
| <b>Reading List</b>                           | <p><i>Please create a reading list on <a href="http://readinglists.uwe.ac.uk">http://readinglists.uwe.ac.uk</a>, and include a link to your list in this section.</i></p> <p>The primary source for this module will be the text or script for the production concerned.</p> <p>Depending on the production department (e.g. stage management, lighting, sound, prop making, scenic construction etc.) the reading and research required will vary.</p>  |   |                         |                       |                 |    |  |  |   |                                 |  |  |  |  |                                    |  |  |  |    |                                  |  |  |  |      |                                      |  |  |  |    |  |  |  |  |

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| <b>First Approval Date (and panel type)</b> | 12 <sup>th</sup> March 2020 |                |   |                               |
| <b>Revision ASQC Approval Date</b>          |                             | <b>Version</b> | 1 | <a href="#">Link to Quest</a> |
|   |                             |                |   |                               |
|   |                             |                |   |                               |
|   |                             |                |   |                               |