

Theatre Arts Practicum

THEA 0181 Fall 2017

Class Meetings:

Section 001 Mondays: 1:00p - 4:50p
Section 002 Tuesdays 1:00p - 4:50p
Section 003 Wednesdays 1:00p - 4:50p
Section 004 Thursday 1:00p - 4:50p

Location:

Mainstage (Fine Arts Room 174) – Once lab assignments are given you will go directly to the assigned studio.
Class assignments will be posted in the Green Room prior to the second class meeting.

Credit:

1 Credit hour per course registered.

Supervisors:

Lighting/Sound/Class Coordinator - Jared Land, Fine Arts Room 191A, Office Phone 817-272-2654, cjland@uta.edu
Props/Paint - Michelle Harvey, Fine Arts Room 419, Office Phone 817-272-0453, harveynd@exchange.uta.edu
Technical Director/Production Manager- DJ Badon, Fine Arts Room 138A, Office Phone: 817-272-2218, djbadon@uta.edu
Scenic Studio Supervisor – Joe Pauli, Fine Arts Room 135A, Office Phone: 817-272-9502, joepauli@uta.edu
Costume Designer - Laurie Land, Fine Arts Room 147E, Office Phone: 817-272-3178, lland@uta.edu
Costume Shop Supervisor - Kris O'Brien, Fine Arts Room 147, Office Phone: 817-272-0927, kobrien@uta.edu
Box Office/Main Office - Linda Panther, Fine Arts Room 144, Office Phone: 817-272-2650, lpanther@uta.edu

Course Description:

Open to all students interested in participating in theatrical production on-stage, backstage, or front of house. Considers aspects of play production which may include scenery construction, publicity, costumes, sound, scenic painting, dramaturgy, props, and lighting. Practicum students participate in auditions and are assigned to production crews. May be repeated for credit. All Theatre Arts majors register for 0181 each semester.

Additional Materials:

The practicum studio rules, production calendar, and Department of Theatre Arts Handbook are available at the UTA Theatre Department's website: <http://www.uta.edu/theatre/>. **Please be sure to check the call board in the greenroom on a regular basis for the most up to date information. It is the student's responsibility to be informed of all dates and requirements.**

Student Learning Outcomes:

- 1) The student will be able to discuss the terminology and principles used in theatrical production work including scenery, costumes, lighting, sound, and theatre management.
- 2) The student will be able to perform the skills required in their assigned production area.
- 3) The student will be able to explain the basic concepts of working as a theatrical technician or manager.
- 4) The student will be able to demonstrate leadership and organizational abilities in various production settings.
- 5) The student will be able to demonstrate collaborative skills in design, technical and/or management area(s).

Requirements:

- Attend the afternoon labs for which you are registered, work in the production of departmental shows, and/or in the maintenance of the department's shops, facilities, and equipment.
- Participate in one of the Theatre Arts Departments' productions during the semester.
This could include but is not limited to: run crews, wardrobe, board operators, stage management, or assistant work.
Not all students may participate in a production.
- Dress appropriately for your lab site. A detail dress code is listed on the Scenic Studio Safety Guidelines. Failure to adhere to the dress code will result in being sent home for the day.
Different studios may have different variations on the dress code.
- Contribute, participate, and cooperate
- Attend assigned departmental production strike.

Alcohol / Drug Policy:

The use of alcohol or illegal drugs will not be tolerated at any time. Students found to be under the influence of alcohol or illegal substances during any rehearsal or lab time will immediately be dismissed from the cast or crew and receive an automatic failing grade for their practicum course.

Lab Assignments and Production Assignments:

Students will be assigned to either a lab assignment or a production assignment for the semester. A student assigned to a lab is not required to work on a production and vice versa, however a student can earn additional credit if they wish to do both.

Lab assignments: student will work weekly during their scheduled class time within one of the department's labs: lighting/sound, paint/props, scenic studio, costume studio, publicity, or dramaturgy. Lab assignments include hands on work within the building and maintenance of the department's season and facilities.

Production Assignments: student will be assigned to work one of three UTA Department of Theatre Arts production schedules (listed at the end of this syllabus). Assignments vary but typically include backstage crew, wardrobe crew, stage management, board operators, and follow spot operators.

- Production assignments do not happen during the regular lab times, but rather during the evenings and weekends and are condensed into only a few weeks. If you are assigned to a production assignment read your schedule carefully and make sure you are fully aware of all dates and times. Contact the class coordinator for any questions.
- Students working on a production assignment not assigned by or a part of this course, or an assignment of another course, can receive additional credit towards this class for those assignments.
- Any production assignment that is part of another course, cannot count towards any requirements for this course and are not eligible for additional credit.
- Descriptions of production assignments can be found in the Department Production Handbook found on the Theatre Arts Department website: uta.edu/theatre

Students will be given their class assignments by the third week of class. On the first day of class students will have the opportunity to fill out a questionnaire and request the assignment they want and list any conflicts they may have in the semester. **There is no guarantee a requested assignment will be given and any student is expected to meet the full requirement of their assignment regardless of their requests.** After the first class meeting, no other request will be accepted and the student will be assigned based on availability. A date range for the production assignments are listed on the 3rd page of this syllabus and a handout of exact crew call times can be found in the greenroom and attached to this syllabus.

***Once the class assignments are posted, the student is expected to initial next to their name as a notice that they are aware of their course assignments. **These assignments will be posted in the greenroom.** It is the responsibility of the student to inform the class coordinator immediately if they have not been given an assignment or of any scheduling conflicts the student may have. It may not be possible to change assignments or accommodate conflicts after the 2nd week of the semester. List all conflicts on the first day of class in the questionnaire handout. Work is not considered an excused conflict and each student should make plans with their employers to attend all required times.

Attendance / Evaluation:

The student's overall grade will come from a combination of points earned throughout the semester, the accumulation of points varies based on whether the student has been given a lab or production assignment for the semester. Grade break downs are below.

- **Lab Assignment Grade Breakdown:**
 - **100pts** of the course is earned through the student's attitude (25 points), punctuality (25 points), team work (25 points), and self-motivation (25 points) while attending class. These points will be assigned by the student's lab supervisor based on how they perform throughout the semester.
 - Attitude- the student is expected to not only show up to class weekly, but to be enthusiastic and respectful while in class, failure to do so will result a loss of points.
 - Punctuality- the student is expected to attend class on time, failure to do so will result a loss of points each week late.
 - Team Work- a major part of the class is working with other students on in class projects, students are expected to be cooperative, respectful with each other, and willing to work together, failure to do so will result a loss of points.
 - Self-Motivation- students should be proactive during their class time while working alone or within groups, failure to do so will result a loss of points.
 - **Each absence from regular labs will reduce the student's final grade by 10points.**
 - If you miss your regular lab day, you may make arrangements with your lab supervisor to make up the missed lab; however, you will only be allowed to make up 2 days or 20 points total.
 - Being sick from lab (including doctor's notes) does not excuse you from having to make-up those missed lab days. The allowed make up days are intended for sick and other personal days.

- **Production Assignment Grade Breakdown:**

- **100pts** of the course is earned through the student's attitude (25 points), punctuality (25 points), team work (25 points), and self-motivation (25 points) while attending class. These points will be assigned by the student's supervisor based on how they perform throughout the semester.
- Because the production assignments are condensed into a much shorter time frame perfect attendance is expected and any absences will greatly reduce the student's final grade. **Each absence from a required production assignment will reduce the student's final grade by 25 points.**

If at any point you are unclear on your production assignment and/or grading contact your supervisor of the class coordinator.

• **Additional credit may be earned through additional production assignments or work within a lab.** Working as part of another production at UTA DTA, that isn't part of another course, can earn 10 additional points towards the final grade. This can include being cast within a production, design work, and/or additional crew assignments, but must have prior approval from the class coordinator to be credited. Likewise, working extra hours within a shop can earn additional credit based on the number of hours worked and as set by the class coordinator. A student can earn 1 point towards their final grade for every additional 2 hours worked within a lab. The student is responsible to request permission from the lab supervisor when planning to earn additional credit through additional lab hours.

• **ALL Practicum students** must attend at least one departmental production strike per a credit hour, unless otherwise noted by the class coordinator. Each student will be assigned to one of the two strikes within the semester; missing the assigned strike can't be made up by attending the other strikes. A 10 point grade penalty will be deducted from the student's final grade for missing a strike. All students attending a strike must adhere to the scenic studio dress code. **Students assigned to a production assignment for the MavLab/Dance will attend the dance and MavLab strikes in addition to one of the two listed strikes. The production strikes are Oct. 17th & Nov. 19th.**

• A production calendar, all announcements, and other pertinent information will be hanging on the board in the green room; **CHECK THE GREEN ROOM BOARD REGULARLY.**

• At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. The above policies constitutes the attendance policy for this course. The majority of the course grade comes from class attendance and participation.

Grades:

100+ total points will be available for the class

- 90-100 points = A
- 80 - 89 points = B
- 70 - 79 points = C
- 60 - 69 points = D
- 59 and below = F

Lab Safety Policy:

Students are required to read the scenic studio safety guidelines and submit the online form that confirms that they have read and understand said rules prior to the second class meeting. This includes all practicum students regardless of which practicum area they are in. Students who have not submitted the form will not be allowed to attend class until the rules have been read and the form submitted. Students enrolled in multiple sections of Theatre Practicum or other courses that require the same lab safety policy, only need to complete the form once per semester. **The studio rules can be found on the departmental website, <http://www.uta.edu/theatre>, under the resource link.**

Cell Phone and Computer Policy:

Cell phone and computer use during lab and production assignments without a supervisor's permission is prohibited. Using your cell phone during lab times can result in being sent home and counted absent for the entirety of that day. Using your cell phone during a production assignment will result in reducing their final grade by half a letter grade for each offence. Using a laptop, or other computer device, during a production assignment is likewise prohibited without a supervisor's permission and will result in the same penalties as the use of a cell phone. Students may do homework and read during production assignments; if doing so does not interfere with the production, interfere with their assignment, disrupt others' assignments, and/or does not involve the use of a cell phone or computer. **The supervising faculty or staff member has final say on these policies and may make adjustments as they see fit.**

Production Assignment Date Ranges:

- *Putnam County Spelling Bee:* Oct. 3 thru Oct. 15
- *A Midsummer Night's Dream:* Nov. 7 thru Nov. 19
- *MavLab/Dance Concert:* Oct. 22 thru Oct 29 & Dec. 4 thru Dec. 10

Some students will be assigned to a production assignment for one of the above shows. The above dates are a range of dates that the assignments take place in; the exact dates and times required will vary based on the specific crew the student is assigned to; detailed assignment times are posted in the greenroom and included as a handout with this syllabus. If you are unclear on when you are required to attend for the production assignment, ask. These times are outside of the normal weekly class meetings. **Be prepared, many of these dates**

require evening and weekend call times and typically run till 11pm, plan accordingly. The course schedule for this class constitutes the weekly lab meetings and the above dates, based on which position you are assigned to.

Course Attendance and Production Assignments: Students cast in acting roles or who have lead technical or design assignments in UTA productions are required to attend class on a regular basis. Failure to do so shall result in the student being reported to the student's Area Head for their degree plan and the Production Manager and may result in the student being replaced in their production assignment.

Conferences/Auditions: Department of Theatre Arts majors are encouraged to participate in theatre conferences and graduate school auditions. However, Theatre Arts majors are required to submit an excused absence request to the instructor no less than two full weeks prior to the conference/audition in order for the instructor to consider granting an excused absence. Such notification must be in writing and support documentation will be required to verify the Theatre Arts major's attendance, completion and/or successful (or professionally worthwhile) participation in said conference or audition. All students are expected to complete all coursework (as stipulated in the syllabus) and all course requirements (as stipulated by the syllabus) in a timely manner (the term "timely manner" will be defined/specified by the instructor at the time the Theatre Arts major submits their excused absence request to the instructor for initial consideration). At the discretion of the instructor, class participation grades may be affected; therefore, Theatre Arts majors are advised to fully consult with the instructor prior to engaging in such activities.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this

account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Putnam County Spelling Bee Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Tues., Oct. 3	6pm	Costume Parade	Wardrobe Crew, SMs	2-3 hour call
Wed., Oct. 4	6pm	Crew Watch	All Crews	
Thur., Oct. 5	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Fri., Oct. 6	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Sun., Oct. 8	12pm	Tech	Backstage, SMs, Lighting, & Sound	Dinner break at 5pm
Sun., Oct. 8	12pm	Costume work call	wardrobe	Dinner break at 5pm
Sun., Oct. 8	6pm	Dress 1	Wardrobe, Backstage, SMs, Lighting, & Sound	Ends at 11pm
Mon., Oct. 9	6pm	Dress 2	Backstage, SMs, Lighting, Wardrobe, & Sound	Ends at 11pm
Tues., Oct. 10	6:30pm	Final Dress	All Crews	Ends at 11pm
Wed., Oct. 11 thru Sat., Oct. 14	6:30pm	Performances	All Crews	Photo Call following Saturday performance, plan to stay 1 hour later
Sun., Oct. 15	1pm	Performance	All Crews	Strike following

*All Performance and Dress calls end times are estimates, exact end time is dependent on the length of the show, and will vary from night to night.

*Performers will use the official rehearsal schedule as their list of required dates.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

For Questions you can contact the Class Coordinator:

Class Coordinator: Jared Land, cjland@uta.edu

A Midsummer Night's Dream Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Tues., Nov. 7	6pm	Costume Parade	Wardrobe Crew, SMs	2-3 hour call
Wed., Nov. 8	6pm	Crew Watch	All Crews	
Thur., Nov. 9	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Fri., Nov. 10	6pm	Tech	Backstage, SMs, Lighting, & Sound	Ends at 11pm
Sun., Nov. 12	12pm	Tech	Backstage, SMs, Lighting, & Sound	Dinner break at 5pm
Sun., Nov. 12	12pm	Costume work call	wardrobe	Dinner break at 5pm
Sun., Nov. 12	6pm	Dress 1	Wardrobe, Backstage, SMs, Lighting, & Sound	Ends at 11pm
Mon., Nov. 13	6pm	Dress 2	Backstage, SMs, Lighting, Wardrobe, & Sound	Ends at 11pm
Tues., Nov. 14	6:30pm	Final Dress	All Crews	Ends at 11pm
Wed., Nov. 15 thru Sat., Nov. 18	6:30pm	Performances	All Crews	Photo Call following Saturday performance, plan to stay 1 hour later
Sun., Nov. 19	1pm	Performance	All Crews	Strike following

*All Performance and Dress call end times are estimates, exact end time is dependent on the length of the show, and will vary from night to night.

*Performers will use the official rehearsal schedule as their list of required dates.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

For Questions you can contact the Class Coordinator:
Class Coordinator: Jared Land, cjland@uta.edu

MavLab / Dance Concert

Production Crew Assignment Schedule

Date	Call Time	Event	Crews Called	Notes
Sun., Oct. 22	12pm	ML Tech	All Crews	Ends at 5pm
Mon., Oct. 23	6pm	ML Tech	All Crews	Ends at 11pm
Tues., Oct. 24	6pm	ML Dress	All Crews	Ends at 11pm
Wed., Oct. 25	6pm	ML Dress	All Crews	Ends at 11pm
Thru., Oct. 26 thru Sat., Oct. 28	6pm	Performances	All Crews	Ends at 11pm
Sun., Oct. 29	1pm	Performance	All Crews	Strike following performance
Mon., Dec. 4	5:45pm	Tech	Backstage, SMs, Lighting, & Sound	
Tues., Dec. 5	5:45pm	Tech	Backstage, SMs, Lighting, & Sound	
Wed., Dec. 6	6:00pm	Dress	Wardrobe, Backstage, SMs, Lighting, & Sound	
Thurs., Dec. 7	6:30pm	Final Dress	All Crews	
Fri., Dec. 8	6:30pm	Performance	All Crews	
Sat., Dec. 9	4:00pm	Performance	All Crews	photo call preceding show
Sun., Dec. 10	1pm	Performance	All Crews	Strike following performance

*All Performance and Dress call end times are estimates, exact end time is dependent on the length of the show, and will vary from night to night.

*Performers will use the official rehearsal schedule as their list of required dates.

*Each student is only called to the dates that their crew is listed under the crews called column. Any date listed with all crews, means that all students who are assigned to a crew for this show needs to attend that rehearsal.

*Times and dates may change, all students will be notified at the earliest possible moment if changes occur.

For Questions you can contact the Class Coordinator:

Class Coordinator: Jared Land, cjland@uta.edu