

# Theatre Arts Practicum

## THEA 0181 Spring 2015

### **Class Meetings:**

Sections 001 & 004 Tuesdays 1:00 - 4:50  
Sections 002 & 005 Wednesdays 1:00 - 4:50  
Section 003 Thursday 1:00 - 4:50

### **Location:**

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

### **Credit:**

1 Credit hour per course registered.

### **Supervisors:**

Lighting/Sound/Production Manager - 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- Daniel Archibald, Fine Arts Room 191B, Office Phone: 817-272-9502, archibald@uta.edu  
Scenic Studio Supervisor - DJ Badon, Fine Arts Room 138A, Office Phone: 817-272-2218, djbadon@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:**

Theatre Practicum is open to all students interested in theatre production at UTA. This may include scenic construction, scenic painting, props, publicity, lighting, costumes, sound, box office, and house management. Practicum is required for all theatre majors.

### **Additional Materials:**

The practicum shop 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
- Participate in one of the Theatre Arts Departments' productions during the semester.  
This could include but not limited to: performance, design, run crew, box office, or assistant work.
- 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 shops 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.

### Production (Crew) Assignment:

Students will be required to work crew, perform, or equivalent duties for one of UTA Department of Theatre Arts productions per credit hour registered. Crews range from running crews, performance, assistants, stage managers, to designers. The majority of students enrolled will be on run crew for a production. Descriptions of crew assignments can be found in the Department Production Handbook. Students will be assigned a crew assignment by the second week of class. On the first day of class students will have the opportunity to request what crew assignment they want and list any conflicts they may have in the semester; there is no guarantee a requested assignment will be assigned. After the first week of class, no other request will be accepted and the student will be assigned a production assignment by the production manager. A date range for the running crew 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.

- **A missed rehearsal or performance that is required by the production assignment will result in the student losing half their points for that assignment, two missed performances or rehearsals will result in the loss of all points. These lost points can't be made up.**

### Exceptions:

- Exceptions to the running crew requirement is that BFA in Design & Technology students may be required to have two crew assignments.
- Exceptions to attending the weekday work sessions are limited to students who serve as Stage Managers for major departmental productions. Active stage managers will be excused from practicum lab times during the weeks their show is in rehearsal and performance.
- **Performance in the Dance Concert will not count as a production assignment.**

\*\*\*Once the production assignments are posted the student is expected to initial next to their name as a notice that they are aware of their assigned crew. **These assignments will be posted in the greenroom.** It is the responsibility of the student to inform the production manager 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 crew assignments or accommodate conflicts after the 2<sup>nd</sup> week of the semester. List all conflicts on the first day of class in the questionnaire handout.

### Attendance / Evaluation:

- The student's overall grade will come from a combination of points earned throughout the semester. How points are earned is listed below. Students who are intended or active BFA in Design and Technology majors are expected to earn more points than non BFA students in order to pass the class.
- **45pts** of the course is earned through attending your weekly class time and working with your assigned shop. There are 15 class days, making each class day worth 3 points towards your final grade
  - 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 6 points.**
- **40pts** of the course is earned through the student's attitude, punctuality, team work, and self-motivation while attending class (worth 10 points each). These points will be assigned by the student's shop supervisor based on how they perform throughout the semester.
- Remaining points for the course are earned through working on the Department of Theatre Arts' productions during the semester, known as the production assignment. Sample points values are listed below:
  - 35 points: Stage Management, Designer, Technical Director
  - 30 points: Asst. Technical Director, Asst. Stage Manager, Asst. Designer, MavPlay Designers
  - 30 points: Prop Master, Scenic Charge, Wardrobe Crew Chief, Master Electrician
  - 20 points: Performance, Backstage Running Crews, Board Operators, Follow Spot Operators, Wardrobe, Make-up crews
  - 15 points: Box Office, Ushers
  - Additional points can be earned through unlisted assignments on a case by case base, but must be approved and assigned through the production manager. Extra credit points may be earned in limited amounts, but must have prior approval from the production manager.
  - If at any point you are unclear on your production assignment, its point value, or grading contact the production manager.
  - Production assignment grade points are earned through the student's attitude, punctuality, team work, self-motivation, and attendance.
- **ALL Practicum students** must attend at least one departmental production strike per a credit hour, unless otherwise noted by the production manager. 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 score for missing a strike. Students assigned to a production assignment for the Dance Concert will attend the dance strike in addition to one of the two listed strikes. **The production strikes are March 1st & April 26th.**
- 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:**

Non BFA in Design & Technology Majors

100+ total points will be available for the class

- 100 + points = A
- 90 - 99 points = B
- 80 - 89 points = C
- 70 - 79 points = D
- 69 and below = F

Theatre Majors in BFA in Design & Technology

110+ total points will be available for the class

- 110 + points = A
- 100- 109 points = B
- 90 - 99 points = C
- 80 - 89 points = D
- 79 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 shop 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 Crew Date Range:**

- *Into the Woods*: Feb. 12<sup>th</sup> thru March 1<sup>st</sup>
- *MavPlays 2015*: April 1<sup>st</sup> thru April 26<sup>th</sup>
- Dance Concert: May 4<sup>th</sup> thru May 10<sup>th</sup>

Students will be assigned to a production assignment for one of the above shows. The above dates are just 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; exact 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 crew you are assigned to.

### **Theatre Arts Attendance/Production Duty Policy:**

Students who fail to meet class attendance requirements may be removed from acting, directing, design, and/or stage management positions for the current semester's productions at the discretion of the department chair.

### **Conferences/Auditions**

Department of Theatre Arts majors are encouraged to participate in theatre conferences and auditions. However, students are expected to complete assigned coursework in a timely manner and to notify instructors prior to their absence. Such notification must be in writing. **At the discretion of each instructor, class participation grades may be affected; therefore, students are advised to consult with their instructors 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://wweb.uta.edu/aao/fao/>).

**Americans with Disabilities Act:** The University of Texas at 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)*. 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**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.

**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>.

**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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).