School of Theatre  
THR 350.001  
Production Laboratory  
Course Syllabus  
Fall 2018  

Place: Locations and times are dependent upon assignment. Assignments will be made within one week of casting of shows. Scheduled hours will be made with shop foreman or production stage manager as needed.

Instructor: CC Conn  
Phone: 468-1031  
E-mail: conncs@sfasu.edu  
Office: FA 220  
Office Hours: 9-11 T/TH, 1PM-4PM M/W or by appointment

Important note about e-mail: I will always expect to contact you through your campus e-mail account and/or D2L. I, in return, am very accessible via e-mail. If you have personal issues with checking your school e-mail account, I suggest you solve them immediately. Communication via e-mail is a general life skill that you should all be learning to manage. Students having difficulty with their MySFA account need to call 468-1212 for assistance. Students having difficulty with D2L need to call 468-1919 for assistance.

Course Description:  
Assigned duties in theatre practicum related to department productions. May be repeated for a maximum of four semester hours of credit.

Program Learning Outcomes:  
**Bachelor of Arts:**  
A4: The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.  
A5: The student will demonstrate intermediate to advanced competence in one or more theatre specialization(s).  
A6: The student will demonstrate collaborative and/or leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.  

**Bachelor of Arts, Teaching Certification**  
E4: The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.  
E6: The student will demonstrate collaborative and/or leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.  

**Bachelor of Fine Arts**  
F3: The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.  
F4: The student will be able to complete and document a major project as a stage manager, as a designer or technician, or as an actor or director, demonstrating advanced competence in the student’s specialization.
F5: The student will demonstrate collaborative and leadership competencies appropriate
to take a leadership role in an effective theatrical production.

**Student Learning Outcomes:**

Learning Outcomes:

1) Students will gain hands-on experience in an entry level performance-related
   assignment. (PLO: A4, A5, A6, E4, E6, F3, F4, F6)

2) Students will demonstrate professional execution of duties including promptness,
   dress code, safety observation, and professional attitude. (PLO: A5, E6, F4, F6)

3) Students will demonstrate capability to operate specialized theatrical equipment
   used in pre-production or performances. (PLO: A5, E6, F4, F6)

**Text and Materials:**

None required

**Course Requirements:**

Must satisfy requirements of given assignment.

**Shop** assignments (scene, costume, lighting/sound). Hours are scheduled with
shop foreman and MUST be adhered to in promptness and attendance.

**Show** assignments vary and are under the direction of the Faculty/Staff
responsible for each production area and the Stage Manager of the particular show.
Scheduled hours will be posted on the call boards for the show assigned and students
MUST attend all calls for that assignment.

**Online Content** eight modules of weekly online content including quizzes

**Course Calendar:**

**August 27, 28:** Mandatory orientation on course expectations and
   assignment options. Several times will be offered, one
   MUST be attended. See and select times on D2L.

Week 1: Online course opens, Begin the **Introduction to Production Lab**
   Module

Week 2: Complete the **Semester Overview** Module

Week 3: All assignments begin execution, Complete the **Scene Shop/Costume**
   **Shop** Module

Week 4: Assignments carried out according to production schedule, Complete
   the **Pre-rig, Load in, Props and Paint Shops** Module

Week 5: Complete the **Lighting Crew** Module

Week 6: Complete the **Scenic and Costume Show Crew** Module

Week 7: Complete the **Sound and Miscellaneous Crew** Module

Week 8: Complete the **Summary** Module and **Final Quiz**

Week 9 to end: ALL Completion Forms MUST be submitted by December 9
   (See schedule below.)

**Grading Policy:**

Students are graded on an A-F basis.
Students are graded by the Faculty and Staff based on professionalism and satisfaction of job performance. Some assignments require feedback from upper level student supervisors. This assessment includes attitude, attendance, promptness, proper dress code awareness, preparedness for duties, and satisfaction of hours completed.

**According to School of Theatre Policy:**

**Students who do not successfully complete their Production Lab in any given semester are ineligible to participate in the production program the succeeding semester or enroll in Theatre classes other than Production Lab.**

**Attendance Policy:**

A grade of **F** will be applied to unexcused absences above 4 in a **shop** assignment or ANY unexcused absence in a **show** assignment.

All absences are unexcused until documentation is received and approved by the Faculty supervisor. Documentation must be presented at the next lab meeting that the student attends. Excused absences must be made up or scheduled by arrangement with the shop supervisor within the week of return; otherwise, they will count towards the allowed 4 absences. Unexcused absences may not be made up.

**Appropriate Lab Dress:** Bare feet or open toed (or heeled) shoes are **NEVER** allowed in the theatre work areas. Some of the labs may require climbing. Skirts and dresses should generally be avoided during the lab periods. Non-skid shoes should also be worn. Long hair should be tied up and dangling jewelry should not be worn.

**Academic Integrity (A-9.1)**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)
**Withheld Grades Semester Grades Policy (A-54)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**NOTE:** A large portion of the communication of your assignments and duties will be given through the callboards in the School of Theatre hallway, and/or via telephone/text. It is YOUR responsibility to stay in connection with the professor and/or your assigned contact person to make sure that your participation is charted.

**COMPUTER ISSUES?**

D2L 468-1919  [http://www.sfasu.edu/sfaonline/](http://www.sfasu.edu/sfaonline/)

MySFA 468-1212
**Due Dates for Assignment Post Test and Supervisor Feedback**

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Scene Shop</td>
<td>As soon as hours are completed or 5PM Friday, December 9</td>
</tr>
<tr>
<td>Costume Shop</td>
<td>As soon as hours are completed or 5PM Friday, December 9</td>
</tr>
<tr>
<td>Any job on (DS1)</td>
<td>5PM Friday, September 29</td>
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<tr>
<td>Any job on (DS2)</td>
<td>5PM Friday, October 20</td>
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<tr>
<td>Any Job on (DS3)</td>
<td>5PM Friday, November 10</td>
</tr>
<tr>
<td>Any job on Fredonia Players (FP)</td>
<td>5PM Friday, December 2</td>
</tr>
<tr>
<td>Any job on Sweat (SW)</td>
<td>5PM Friday, October 13</td>
</tr>
<tr>
<td>Any job on Oklahoma (OK)</td>
<td>5PM Friday, November 17</td>
</tr>
<tr>
<td>Any other assignment</td>
<td>Within one week of completing assignment</td>
</tr>
</tbody>
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**Common Assignments and their Corresponding Supervisors**

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costume Shop</td>
<td>Barbara Blackwell</td>
</tr>
<tr>
<td>Scene Shop, Load-in Crew</td>
<td>Eric Walker</td>
</tr>
<tr>
<td>Master Electrician, Sound Engineer</td>
<td>CC Conn</td>
</tr>
<tr>
<td>Charge Artist, Props Master</td>
<td>Kenneth Verdugo</td>
</tr>
<tr>
<td>Wardrobe Master, Makeup</td>
<td>Angela Bacarisse</td>
</tr>
<tr>
<td>Downstage Crew</td>
<td>Stage Manager of Production</td>
</tr>
<tr>
<td>Show crews such as props crew, floor run crew, board ops, follow spot ops, etc.</td>
<td>Stage Manager of Production</td>
</tr>
<tr>
<td>Wardrobe crew</td>
<td>Wardrobe Master of Production</td>
</tr>
<tr>
<td>Light hang crew</td>
<td>Master Electrician of Production</td>
</tr>
</tbody>
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