Production Lab I     DRAM 1120

Instructor: Jennifer Malmberg
Department: School of Theatre
Email: malmbergjn@sfasu.edu

Classroom: Production Assignment
Office: McKibben Education Building 404-O
Office Hours: Monday 3:00 - 4:00 p.m. Friday 8:00 a.m. - 12:00 p.m.

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 the shop foreman or production stage manager as needed.

Important Note Regarding Email: I will always expect to be able to contact you through your campus email account and/or through D2L. I, in return, am very accessible via email. If you are having difficulty checking your school email account, I suggest you solve the issue immediately. Communication via email is a general life skill that you should be learning to manage. Students having difficulty with their MySFA account should call 936-468-1212 for assistance. Students having difficulty with D2L should call 936-468-1919 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.

Contact Information
Students may ask questions by email or telephone. Appointments can be made outside of office hours pending availability. It is preferred that email be used for questions outside of class time. Do not expect that I will answer instantaneously, but know that all emails and phone messages should be answered within 24 business hours. I will only use your SFA email to contact you.

Please Note: I will not communicate with students over social media about class or assignment concerns. I will not discuss grades over email. To discuss any concerns, please make an appointment with me.

Materials
Optional
-Backstage Handbook: An Illustrated Almanac of Technical Information
Edition 3
Paul Carter, George Chian
Program Learning Outcomes (PLO’s) Supported in this Course:

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 (SLO’s) for this course (supported PLO’s):
Students who successfully complete this course will be able to:
1. Gain hands on experience in an entry level performance-related assignment. (A4,A5,A6, E4, E6, F3, F4, F6)
2. Demonstrate professional execution of duties including promptness, dress code, safety observation, and professional attitude. (A5, E6, F4, F6)
3. Demonstrate capability to operate specialized theatrical equipment used in pre-production and performances. (A5, E6, F4, F6)

Course Requirements
- Students must satisfy requirements of the given assignment.
- **Shop Assignments (Scene, Costume, Lighting/Sound)**
  - Hours are scheduled with the shop foreman and MUST be adhered to in promptness and attendance.
- **Show Assignments**
  - 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**
  - There are 8 modules of weekly online content, including quizzes.

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.
Course Evaluations
Near the conclusion of each semester, students electronically evaluate courses. Evaluation data is used for a variety of important purposes including course/program improvement and planning. As you evaluate this course, please be thoughtful, thorough and accurate in completing the evaluation. Please know that the faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! Although your instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous. They will not be available to the instructor until after final grades are posted.

Policies

Class Attendance Policy
- A grade of F will be applied to any student who acquires 4 or more unexcused absences in a shop assignment.
- All absences are unexcused until documentation is received and approved by the Faculty Supervisor. Documentation must be present 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.

SCHOOL OF THEATRE POLICY
Students who do not successfully complete their Production Lab in any given semester by receiving a letter grade of C or better are ineligible to participate in the production program the succeeding semester or enroll in Theatre classes other than Production Lab.

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

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 936-468-1919 http://www.sfasu.edu/sfaonline
MySFA 936-468-1212

Diversity and Inclusion Statement
This class engages material covering a diverse range of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation and disability. While I encourage you to formulate and express your thoughts and opinions throughout the semester, discriminatory remarks will not be tolerated and may constitute disruptive behavior under the student code of conduct.

Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of this course for your personally, or for other students or student groups.
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.

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

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/.

Mental Health Statement

SFASU values students' mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

Crisis Resources:
Burke 24-hour crisis line
1(800) 392-8343

Suicide Prevention Lifeline
1(800) 273-TALK (8255)

Crisis Text Line:
Text HELLO to 741-741
**Course Calendar:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Event/ Assignment</th>
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<tbody>
<tr>
<td>Friday August 27</td>
<td></td>
<td>Mandatory orientation on course expectations and assignment options. Only ONE must be attended. SELECT TIME ON D2L. Room 463 Mckibben Education</td>
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<td>Meeting Times:</td>
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<td>8:00 a.m. - 9:00 a.m. 9:00 a.m - 10:00 a.m. 10:00 a.m.-11:00 a.m. 1:00 - 2:00 p.m.</td>
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<tr>
<td>Monday, August 23</td>
<td>Zero</td>
<td>Complete PROLAB SURVEY (due: August 25 Midnight) and the PROLAB QUESTIONNAIRE (due: August 29 Midnight).</td>
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<td>Sunday, August 29</td>
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<td>Monday, August 30</td>
<td>One</td>
<td>Course Opens, Begin the Introduction to Production Lab Module.</td>
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<td>Sunday, September 5</td>
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<td>Monday, September 6</td>
<td>Two</td>
<td>Complete the Semester Overview Module.</td>
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<td>Sunday, September 12</td>
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<td>Monday, September 13</td>
<td>Three</td>
<td>Complete the Scene Shop / Costume Shop Module</td>
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<td>Sunday, September 19</td>
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<td>Monday, September 20</td>
<td>Four</td>
<td>Complete the Pre-rig, Load In, Props, and Paint Shops Module</td>
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<td>Sunday, September 26</td>
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<td>Monday, September 27</td>
<td>Five</td>
<td>Complete the Lighting Crew Module</td>
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<td>Sunday, October 3</td>
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<td>Monday, October 4</td>
<td>Six</td>
<td>Complete the Scenic and Costume Show Crew Module</td>
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<td>Sunday, October 10</td>
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<td>Monday, October 11</td>
<td>Seven</td>
<td>Complete the Sound and Miscellaneous Crew Module</td>
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<td>Sunday, October 17</td>
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<td>Monday, October 18</td>
<td>Eight</td>
<td>Complete the Summary Module and Final Quiz</td>
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<td>Sunday, November 19</td>
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<tr>
<td>Monday, October 25</td>
<td>Nine</td>
<td>ALL Completion Forms are due by Friday. November 19.</td>
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<td>Friday, November 19</td>
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**DUE DATES FOR ASSIGNMENT POST TEST AND SUPERVISOR FEEDBACK**
### ASSIGNMENT | DUE DATE
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Scene Shop | As soon as hours are completed or 5 PM on Friday, November 19.
Costume Shop | As soon as hours are completed or 5 PM on Friday, November 19.
Any Job on Downstage 1 | 5 PM Friday, October 1
Any Job on Downstage 2 | 5 PM Friday, October 30
Any Job on Downstage 3 | 5 PM Friday, November 5
Any Job on Bootycandy | 5 PM Friday, October 22
Any Job on Ajax in Iraq | 5 PM Friday, November 19

### COMMON ASSIGNMENTS AND THEIR CORRESPONDING SUPERVISORS

| ASSIGNMENT | DUE DATE |
---|---|
Costume Shop | James McDaniel |
Scene Shop, Load In Crew | Tyler Cureton |
Master Electrician, Sound Engineer | CC Conn |
Paint Charge Artist, Prop Master | Kenneth Verdugo |
Wardrobe Master, Makeup | Angela Bacarisse |
Downstage Crew | Stage Manager of Production |
Show Crews | Stage Manager of Production |
Such as: Props Crew, Floor Run Crew, Board Ops, Follow Spot Ops, etc. |
Wardrobe Crew | Wardrobe Master of Production |
Light Hang Crew | Master Electrician of Production |