THEA 3100 – Fall 2011
Theatre Production Lab

Instructor: Rosa M. Lazaro  e-mail: rosa.lazaro@tamucc.edu  ph.# (361) 825-2362
Office:  BH 320
Office Hours:  Monday / Wednesday / Friday  9am-11am
               Also by Appointment
Studio Hours:  Monday / Wednesday  11am-1pm / 4pm-6pm
               Tuesday / Thursday  2pm-7pm
               Friday  11am-1pm / 2pm-4pm

Course Description:
Students will have the opportunity to participate as a member of the production team. To learn and assume roles of production responsibility helps develop qualitative analysis, critical thinking, time management, conflict resolution, communications, creative thinking, leadership, and problem solving skills. The more advanced the Lab, the more advanced the assignments.

Student Learning Outcomes:
- The student will learn to manage their own time better, problem solve, quickly and efficiently handle any crisis, and meet difficult challenges as they arise in the creative, sometimes chaotic world that is theatre production.
- The student will learn have access to some of the latest and best equipment, in technical theatre. They will develop their technical skills.
- The student will learn all about safety and safety equipment. They will know what is required to respect and care for the facilities in which they will be spending the majority of their time while here in theatre.
- The student will learn how the various technical studios, and production areas operate. They will eventually gain the skills and knowledge to organize and run those studios as a leader, foreman, crew head, manager, director, etc.
- The student will learn to thrive on the collaborative and interdisciplinary process that goes into mounting a production.
- The student will learn to always be early, always present, and ready so that you are always a functioning member of the production team.
- The student work to become the next leaders. Serving their peers, promoting change and growth, that will always better the department and productions. The student will help chart the road to the future of our department.
- Students will learn, if students are willing.

Grading:
- Students will be graded on professional attitude and behavior, ethics, attendance, punctuality, assertiveness and completion of their assigned responsibility.
- There will be four mandatory Saturday work calls (see schedule for days). Work calls will be scheduled from 9am-1pm (4 hours / work call total of 16 classroom hours). The first hour to an hour and a half will be lecture time, and
the remaining time will be spent working on the productions. All four work calls must be attended. Students will check in at 9am, again at the end of lecture, and finally at 1pm. Missing one work call will result in a full grade drop two or more and the student will not pass the course.

- Students caught signing in for other students will receive the same grade drop as the missing student.
- One out of two strikes are required (The Odyssey – October 16th, Spring Awakening – November 20th). There will be a sign up sheet. There will be a sign in & out sheet.
- Lab classes are graded by hours and efficient use of lab time. If a student does not come in through out the semester at their set time, and they try to fit in all forty hours at the end of the semester the highest grade they can receive is a C.
- If the student does not reach 20 hours while working in a shop by midterm they will be penalized 10 hours and owe 50 total by the end of the semester.
- Work Calls, Strikes, and work in other shops will not be used toward your 40 hours, without prior consent.
- Work in shops must show improvement in both speed and technique. Tasks assigned should be finished in a timely manor.
- Students will be required to write a 2 page paper (double spaced, 12pt font). This paper will be a reflection paper, telling good and bad experiences. You will also have a coversheet that includes the following information; Name, Production (or Shop), Duty/Title, and if your assignment occurred outside the area of costumes you must have the faculty supervisor for that area sign your cover sheet or have your time sheets attached to your paper. Failure to write a paper is an automatic grade drop and could result in an F for this course. Your paper serves as proof that you did the work in the production lab.

Grading Break Down:

<table>
<thead>
<tr>
<th>Crew Assignment</th>
<th>350 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work calls (X4)</td>
<td>175 pts. (700pts.)</td>
</tr>
<tr>
<td>Paper</td>
<td>150 pts.</td>
</tr>
<tr>
<td>Total</td>
<td>1200 pts.</td>
</tr>
</tbody>
</table>

Grading Break Down
A= 1200 – 1050
B= 1049 – 950
C= 949 – 850
D= 849 – 600
F= 599 – 0

Production Lab Assignments:
- Students will be assigned a specific production assignment to complete in the areas of stagecraft, lighting, sound, properties, costume construction, wardrobe, make-up / hair, house management, marketing or running crews.
- Students will demonstrate basic comprehension skills integrated from other coursework, practical application and mentoring through completion of their assigned task.
- Students will be graded on **professional attitude and behavior**, ethics, attendance, punctuality, assertiveness and completion of their assigned responsibility.
- Also see syllabus attachments for additional assignments and specific details.
- Lab classes are graded by hours and **efficient use of lab time**.
- **ALL** lab assignments will require a **minimum** of 40 hours or the completion of an assigned task. All lab hours and individual lab assignments must be completed to the fullest and highest quality possible.

**General Classroom / Lab Rules:**
- - Turn OFF Cell Phones. If I see them out for texting, talking, etc. I will confiscate them until the end of class. Don’t even take them out to use it as a clock.
- - Turn off cell phones before reporting for class or lab hours.
- - Appropriate computer usage only.
- - The costume shop permits iPods, MP3 player, Portable CD Players, etc. So long as you use them at appropriate times only. You may use them while sewing, not during lecture time. These devises are not permitted in other shops, or backstage during the rehearsals / run of any productions.
- - No weapons of any kind. If you carry a multi-tool, Leatherman, Gerber, etc. it should only be used appropriately, for lab related work.
- - Lab hours must be scheduled and completed during the students set hours. Unless a student has completed their set hours and are now earning extra credit hours they maybe turned away for arriving outside their scheduled hours.
- - The instructor or an official shop employee **must** supervise student’s hours in a shop. Students working backstage or in front of house must have their immediate supervisor sign them out daily. Time will not be added after that day of work. Stage Managers, Designers and House Managers please see the faculty lab instructor (Rosa Lazaro).
- - Students who leave the lab area for an extensive period of time (Example: More then five minutes in a two hour block.), must sign out. Not doing so can result in a forfeit of all hours for the day.
- - Students who do not work efficiently (Example: More socializing then working) may forfeit their hours and the hours of the students they disrupt. You will learn a lot about multi tasking.
- - Projects (personal or classroom related) may **not** be worked on in place of mandatory shop hours.
- - A sign up sheet will be available in the studio that must be filled in to help our shop managers keep track of who will be working each day.
- - Lab hours must be scheduled by the second week of class.
- - At the end of your scheduled hours each day, you must sign out, and have an instructor, or student shop employee initial. Time will not be added after that day of work.
- - Students caught signing in for other students will receive the same grade drop as the missing student.
- Please note only faculty and appointed student staff members are allowed to use cell phones and computers during lab hours. Unless otherwise instructed.

**Compliance with Americans with Disabilities Act:**
The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in Driftwood 101. Letters from Disability Services Office are required and needed within the first two weeks of class or ASAP from the time your disability has been identified. Remember it is your responsibility to inform your instructors. Thank you.

**Sexual Harassment:**
This course will observe the university’s policy for avoiding sexual harassment.

**Academic Integrity Policy:**
Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the university and departmental handbooks regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on campus behavior. Please note you will Fail the course at minimum and be dismissed from the university as one repercussion maximum.

**Grade Appeal Process:**
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. If the problem cannot be resolved at this level, the student may take the steps below.

1. Presentation of grievance to instructor. (This step must be taken within fourteen Calendar days after the beginning of the next term.)
2. Appeal to department chair or area coordinator.
3. Written appeal to the University Academic Standards Grievance Committee.
4. Preliminary review and advising by an ombudsman appointed by the Provost.
5. Submission of file by department chair to the chair of the University Academic Standards Grievance Committee.
6. Review of file by committee chair and submission of case to committee.
7. Proceedings of the University Academic Standards Grievance Committee. (Committee
holds hearing, reviews data, presents findings to all parties, and makes recommendation to Provost.)

8. Decision by Provost.

9. Final appeal in writing to the Provost if student or instructor thinks appropriate procedures have not been followed.

For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.htm.

For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Academic Etiquette:**
Respect for ALL persons at ALL times. Universities must maintain standards of etiquette in order to create an atmosphere conducive to learning. You are expected to demonstrate courtesy to one another in and out of the classroom.

**Academic Advising:**
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor, Debbie Kinipe, will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College’s Academic Advising Center is located in Driftwood #203E and can be reached at (361) 825-3466.

**University Islander Email:**
All students are now required to sign up for their university email account. All communication from the university, department and professor will be sent to your university account.

**Expectations:**
Your initiative, enthusiasm and willingness to explore unfamiliar ground are crucial to your understanding of the material presented. Always come to class prepared to work with adequate supplies and materials. Remember, theatre is a collaborative art and its success depends entirely on all members of a production working as one.

**All Theatre Majors and Minors are expected to have read and be familiar with the Student Handbook concerning policies and procedures for the department.**

Please return the two information sheets to Rosa ASAP. If you do not you will have to except the assignment you are given. Thank you.
Supervisors
- Supervisors are the following
  - Any Faculty or Staff member
  - Stage Managers
  - Shop Managers, and Shop Staff
  - Assistant Stage Managers
  - Crew Heads / Crew Supervisors
- Supervisors will be shown the same respect as Directors, Designers, and Faculty members. Disrespect will result in a write up.
- Supervisors will not be allowed to abuse their power. Such behavior will result in a write up. Remember respect will result in respect.

Wear appropriate attire
- Black shirt, black pants, & black shoes. A long sleeved black shirt and black socks may also be necessary.
- Do not wear tight, revealing or see-through clothing. Tank tops are not appropriate for backstage wear.
- You must wear BLACK clothing for all show calls.
- Safe comfortable shoes are necessary. Do not wear sandals, platforms, flip flops, open toed or open heeled shoes backstage.
- Bare feet are never allowed in the wardrobe area or backstage. Even actors should remember some form of foot protection.
- Maintain a high level of personal hygiene.
- Be sensitive with the use of cologne and scented products.
- Limit the amount of jewelry that you wear. Flashy rings or necklaces and noisy bracelets are not appropriate.

Be on time for all calls
- Report on time and ready to work for all calls.
- Remain in the wardrobe area, backstage, or where you are assigned while you are on duty.
- It is NOT appropriate to go into the HOUSE and sit or stand at any time. That is what crew view was for.
- Anticipate your calls and show up on time and ready to work. Do not arrive at the theatre and then begin to eat your lunch or dinner.
- If you must be late, call YOUR appropriate supervisor (stage manager, crew head, etc.) Calling a faculty member or empty office or empty shop will not help you.
- Make sure your supervisor knows if you leave the area, such as to visit the vending area or lobby. Please do not lose track of your time if you take a break.

**Food and Drink Backstage**
- Keep all food and Drink away from costumes, props and generally out of the backstage areas.
- Do not leave uncovered food items anywhere backstage or in the wardrobe area.
- Try to avoid bringing messy foods backstage. Water is best backstage.

**Display proper decorum and behavior**
- Leave your troubles at home. Do NOT bring personal problems to the theatre.
- Everyone associated with the production has a challenging and difficult job to do. Concentrate on your role and help others concentrate on theirs. Do not worry about what others around you are doing or not doing. That is for a supervisor to address.
- Save the psychoanalysis and gossip for outside show time.
- Negative comments or criticism of a performer’s work or a designer’s work is NOT appropriate during the rehearsal process or run of the show. Be
professional. You will have an opportunity to evaluate the work of the performers and designers in class play reviews.

- Help keep you performers calm. Help them out by creating a calm, comfortable atmosphere backstage and in the dressing rooms.
- Remember that there is a different audience each time we perform. They deserve the very best show possible. This requires your best work each afternoon and evening you are at the theatre.
- No one should ever ask you twice to do something for your production.

**What to do when you are not involved with a change or other scheduled duties.**

- Remain active, energized and engaged with the production.
- Be ready to help when needed.
- Don’t hover, but don’t disappear.
- Do not wander from you assigned area.
- Do not lie down or sleep during work time.
- Try not to sit on the floor in the hallways or backstage. Someone is bound to trip over you.

- **Do not bring computers, iPods, MP3 players, video games, etc. to work.**
  Computers are used by stage managers, and approved supervisors only. They should only be used for production related tasks.

- Cell phones are **NOT** permitted backstage or in the wardrobe areas (the supervisors will have their cell phone for show purposes **ONLY**). Please turn your phone off while you are at work. You as supervisors will be expected to ignore all nonproduction related texts, and calls.

- You may carry a small personal project (homework, book, knitting, etc.) to work on during idle times, but be prepared to lay it aside quickly.

**Trouble sheets must be posted in each dressing area. (Wardrobe)**
• Post trouble sheets in each dressing room before each rehearsal or performance.
• Assist the performers with recording problems and requests on the sheets.
• Don’t think that you will remember things, write it down!
• Collect trouble sheets at the end of the night and make a plan for repairs before the next performance.

**Check out and in is mandatory for each rehearsal and performance! (Wardrobe / Properties / etc.)**

• Use check out sheets to account for each piece before each performance and rehearsal.
• Use check in sheets to account for each piece after each performance and rehearsal.
• Crew not performing careful and proper check-in procedures will be written up. (If removed from crew a failing grade will result)
• Report ALL missing pieces, to your supervisor ASAP. No matter what the item is.
• The stage manager and their assistants will be performing check in and out prior to technical and dress rehearsals.
• Items missing or broken must be reported at the end of each night. Failure to report issues will result in missing pieces.
• Remember procrastination and failure to do your job does not constitute emergencies for others.

**Load In (Wardrobe / Properties / Weapons)**

• Check that costumes are hung correctly and in the proper place.
• Check that each prop has a home in the cabinets and during the show. These areas should be labeled.
• Hook the top hook on bodices and doublets to take the strain off the shoulders or zipper, and helps keep the garment from stretching.
• Swords should be checked nightly for burs or possible weakness. Appropriate maintenance should be done ASAP.
• Use hanging loops if provided. If a garment needs hanging loops please install them or write it on a trouble sheet.
• Don’t over crowd costume racks. Costumes need room to breath between performances.
• Do not over crowd props cabinets, this can and will result in damaged props. Remember to lock the prop and weapon boxes each night.

**Wardrobe maintenance area (aka Dressing Rooms)**
• Keep wardrobe maintenance area neat and clean at all times.
• Return all supplies and equipment when you finish using them.
• Police the dressing areas, backstage, and maintenance area for hangers, lint brushes, spools of thread, magazines, candy wrappers, etc. after each performance.
• Do more than your share to keep the backstage area neat and clean. If this area is messy it reflects badly on the production crew as a hole. The entire backstage area should be kept clean.

**Keep records of your moves**
• Keep notes on all your shift movements, and costume changes. Write out the steps of your job. This will help the crew out if you are late or absent and need someone to cover for you.
• Leave these records at the theatre along with your check in and out sheets.

**VISITORS AND ANIMALS ARE NOT ALLOWED BACKSTAGE**
• You may NOT invite friends, relatives, children, pets, spouses, or people you meet on the street backstage.
• NEVER bring animals backstage!! Only show and disability aid animals will be allowed into rehearsal spaces, and backstage areas (with prior consent).
Any other animals will be tossed out into the loading dock area, or the closest exit.

- Ask visitors to meet you at the stage door or in the lobby after performances.
- You are never to go out front to the lobby or other areas in costume. This is very unprofessional.

**Write ups**

- Students can and will be written up for disregarding or breaking any of the rules listed above.
- Students can and will be written up in a shop setting if necessary.
- First offense maybe handled as a verbal warning, this is at the discretion of the supervisor. Verbal warnings may not be disputed.
- Second offense will result in a write up. The write up must be legible or typed, and clearly written. Three copies must be made (Supervisor, offender, and faculty supervisor for lab courses). Both parties must sign all copies of the write up. All three of the above persons must receive a hard copy of this write up no later then 11am the following morning.
  - The faculty advisor for the labs reserves the right to veto any and all write ups. Depending on the weight of the offense.
- If a member of the two parties refuses to sign the write up
  - The supervisor will have the choice of sending the offender home.
  - Both parties will meet the faculty advisor the following morning.
  - This meeting must take place no later then 8am.
  - Both parties must be present.
  - It is never too late to call and arrange said meeting.
  - If a performer is one of the two parties the director of the production may also be called in for the conference.
  - If the offender has been wrongly accused or accused with malicious intent, the supervisor will be written up.
• Remember it is best not to believe backstage gossip and hearsay. Especially from random sources.

• Third offense will result in a write up and could result in dismissal from the production, a failing grade and each faculty member will also be alerted to the ill behavior of offending students. For future reference in casting and assignment placement.

• Any offense beyond the third will result in dismissal from the production, a failing grade and each faculty member will also be alerted to the ill behavior of offending students. For future reference in casting and assignment placement.

• Write up of a supervisor.
  
  • If any cast or crew member that has a grievance or has witnessed behavior unfitting to a supervisor. Such as the breaking of the rules, shouting at cast or crew members, favoritism, etc. These production members have the right to address their grievance with the next supervisor in charge.
  
  • Assistant Crew Supervisor = Crew Supervisor
  
  • Crew Supervisor = Assistant Stage Manager
  
  • Assistant Stage Manager = Stage Manager
  
  • Stage Manager = SM Faculty Advisor (Rosa Lazaro)
  
  • Shop Staff members = Shop Managers
  
  • Assistant House Manager = House Manager
  
  • House Manager = Faculty Advisor (Alison Frost)
  
  • Publicity Crew Supervisor = Faculty Advisor (Alison Frost)
  
  • Shop Managers = Faculty Advisor for said shop (Costumes / Makeup/Properties = Rosa Lazaro) (Scenic / Lights / Sound /Paints = Philip Johnson)

• A supervisor who refuses to look into the grievance brought before them could be written up for neglect of duty.

• Each offense repeated or new will be applied to your three chances.
• All cast and crew members must be made aware of the rules listed above. Before starting their assignment / role on the productions.

*Please note the above rules apply to everyone and anyone participating in a University production (Actor, Volunteers, Technicians, Crew, etc.).

*By committing to participating in a TAMUCC production, you are committing to working as a production member. The production team’s goal is the highest quality production we can produce. Remember this each time you enter the stage areas. Do your part to achieving quality art, don’t settle for less then perfection. Please commit to showing you are a serious artist, and that your art is not to be brought down by anyone. Thank you and remember have fun and enjoy your art.

Thank you.

MANDATORY WORK CALLS

Schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER 17, 2011</td>
<td>Design Presentation <em>The Odyssey</em> &amp; welcome back.</td>
<td></td>
</tr>
<tr>
<td>OCTOBER 1, 2011</td>
<td>Summer work. Students present.</td>
<td></td>
</tr>
<tr>
<td>OCTOBER 22, 2011</td>
<td>Design Presentation <em>Spring Awakening</em>.</td>
<td></td>
</tr>
<tr>
<td>MAY 6, 2011</td>
<td>Last day to get lab hours.</td>
<td>SHOP HOURS DUE</td>
</tr>
</tbody>
</table>
Students will meet at 9am (check in at door no later then 9am) in the Wilson Theatre. If you are not signed in on time you could risk being marked absent. From 9am to 10 or 10:30 will be lecture and discussion. Work calls will end no later then 1pm for a total of four hours. Thank you.

Please note lecture lengths are not set in stone. Sometimes there is more information then 1.5 hours can cover. Thank you for your patience.

I, ______________________________ have read, and understand all assignments, rules, and regulations contained in the above document (THEA 3100 Syllabus). I acknowledge that by signing this form I agree to follow the guidelines set for this course. I also take responsibility for keeping track of my copy of the document, and any information contained in the document (If you loose your syllabus you will be responsible to get a new copy. This is a syllabus not an excuse for being unprepared.).

Print Full Name ____________________________________________
Preferred Email ________________________________

Contact Phone Number (CELL) _____________________________

X______________________________