THEATRE PRODUCTION LAB
THEA 2101/3101 Spring ’14
Section 1 F 2:00-4:00 pm Warren Theatre, CA 102
Instructor Kevin Loeffler Chair J. Don Luna
Phone 825.2262 Phone 825.5988
Email Kevin.Loeffler@tamucc.edu Email Don.Luna@tamucc.edu
Office hours MWF 10 am-12 pm, TTh Appt. Office Bay Hall #333
Shop hours M-F 9-12, 1-5 pm
Objective:
Students will have the opportunity to participate as a member of the production team. Either as a member of the preproduction crew or a member of the run crew, students will develop the skills necessary to bring quality productions to the stage. Critical thinking, conflict resolution, leadership, and problem solving are some of the skills that will be earned through taking this course. As students advance in this course, the greater the responsibility that will be presented to them.

Student Learning Outcomes:
1. The student will demonstrate the time management skills necessary to become members and leaders of the Theatre production team.
2. The student will identify and apply the technical skills that demonstrate mastery of Theatre production and design.
3. The student will demonstrate safety measures in their use and operation of all Theatre equipment, within all areas of the Theatre process, and within the Theatre facilities.
4. The student will demonstrate respect and care in their usage of all Theatre equipment and Theatre facilities.
5. The student will analyze and demonstrate mastery of the collaborative and interdisciplinary process from design to realization of the Theatre project.

Guidelines for Success:
1. Apply the skills you learn throughout the semester to any job that you do in the theatre. Not only will this increase the students competency as a theatre artist, but it will demonstrate the willingness and determination for growth, which will lead to better and more responsible positions for the productions.
2. Arriving early, always being present and coming to work ready for any task is the best way to demonstrate the students acknowledgment of their responsibility and showcase their desire to achieve.
3. Understand that each job the student is given belongs to each production and ultimately to the department. Students should want to work on crews and come in to complete their tasks because it means the success of the productions.
Attendance:
Every Friday, there will be a department meeting in the Warren Theatre starting at 2 pm that may last up to, but not exceed, 4:00 pm. Each student enrolled in a Production Lab is required to attend the department meeting. Roll will be taken every Friday starting at 2 pm. Every meeting not attended by the student will result in an absence. See absence breakdown below.

Also for this class, students will be assigned to work in one shop area (scenery, props, costumes, lighting or sound) or be assigned to Front of House (FOH)/Public Relations (PR). Students enrolled in this course are required to work 40 hours for the semester (4 hours/wk). Each student is required to sign up for a weekly time to work in their respected shop at the majors and minors meeting. This is a commitment from the student for agreeing to come in at that time every week. Each week the student does not come in at that time, or does not clear it with their supervisor, it will result in an absence.

Excused absences will only be granted at the discretion of the instructor, given proper accompanying paperwork is provided (doctor’s note, note from parent regarding death in the family) and signed. Excused absences will also be given for proper, documented religious holidays. With the second unexcused absence, a full letter grade drop will occur. More than 3 absences (excused or not) will result in a failure of the course. Extreme circumstances may come up and should be discussed with the instructor as soon as possible to resolve any foreseeable disputes.

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.

Working In a Shop:
Students will be assigned to a specific shop/area for their production lab assignment. Every week, students will come in and work for 4 hours. Hours can be scheduled in 4 hour blocks or in two hour blocks, twice a week. Each shop/area comes with a supervisor(s) that you will report to for work during your lab hours.

Shop/Area Supervisors:
Scenery/Props/Paint - Kevin Loeffler & Jesse Gonzalez
Costumes/Make-up - Rosa Lazaro
Lighting & Sound - Philip Johnson
FOH/PR - Olivia Ross

Shop work is graded by hours and efficient use of time. The supervisor for each shop/area will determine efficient use of time while working in the shop. Students are expected to work diligently on their assigned tasks each time they are working.

*Hours worked on any run crew, strikes and any work in other shops will not be used toward your 40 hours.
Running a Show:
Students assigned to a running crew (minimum 1 show) will be required to keep track of their hours. Run crew members will also be required to sign in and out for each performance with the stage manager for each show, every night the run crew is called. Run crew members are obligated to run any necessary technical / dress rehearsals and performances as needed. Run crew schedules will be distributed by the stage manager for each show. If a student fails to attend any necessary calls for their run crew, this will result in a failure of the course.

Front of House / P.R.:
Students assigned to FOH/PR (minimum 2 shows) will be required to keep track of their hours. Students on these crews are obligated to watch final dress & run any necessary performances needed. FOH/PR schedules will be distributed by Olivia Ross. If a student fails to attend any necessary calls for their assignment, this will result in a failure of the course.

Paper:
All students will be required to write a paper 1000 words minimum (double spaced, 12pt font). This paper will be a reflection paper, telling good and bad experiences. You will also have a separate coversheet, which includes the following information: Name, Production Area (or Shop), Duty/Title, Production lab number (1101, 2100, 3100, 2101, 3101). 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. I will accept the papers as a hard copy, as an email attachment or on Blackboard. Paper is due May 6th, 2014.

Strike:
Students are required to attend and contribute to one of two strikes.
   Cabaret – February 23rd
   The Ladies of the Camellias – April 19th
There will be a sign up sheet for each. There will also be a sign in & out sheet at each strike.
   *Note: If assigned to FOH/PR crew, after your strike assignment is finished in your area, you should report Kevin before being excused from strike.

Grading:
Grades will be determined based on the following criteria: attendance (at the Friday meetings and your weekly shop time), strike participation, assigned crew work and the final paper.

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<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Total</th>
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<tbody>
<tr>
<td>Production Lab Hours</td>
<td>25 pts./hr.</td>
<td>1000 pts.</td>
</tr>
<tr>
<td>Attendance</td>
<td>20 pts./wk.</td>
<td>260 pts.</td>
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<tr>
<td>Strike</td>
<td>190 pts.</td>
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<tr>
<td>Paper</td>
<td>150 pts.</td>
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<tr>
<td>Crew Assignment</td>
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<td>Full Letter Grade</td>
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<tr>
<td>Total</td>
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<td>1600 pts.</td>
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Grading Break Down
A= 1600 – 1501
B= 1500 – 1401
C= 1400 – 1301
D= 1300 – 1201
F= 1200 – 0
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 scene shop does NOT permits iPods, MP3 player, Portable CD Players, etc. If music is to be played for shop hours, it will be through supervisor control. 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 may be 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 (Kevin Loeffler).

Students who leave the lab area for an extensive period of time (Example: More then ten 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 shop 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 a supervisor initial your time. 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 supervisors are allowed to use cell phones and computers during lab hours, unless in emergency situations.
Policies:

Compliance with Americans with Disabilities Act:
The Americans 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 call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall, Room 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

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:
Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, cla.tamu.cc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean.

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 Arts and Humanities requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor 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 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.
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 Kevin ASAP. If you do not you will have to accept the assignment you are given. Thank you.

Texas A&M University Corpus Christi
BACKSTAGE GUIDELINES AND PROCEDURES

**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.
- Stage Managers and crew members who may have to go into the front of house area, should wear dress blacks.
- You must wear BLACK clothing for all show calls.
- Safe comfortable shoes that completely cover your feet are necessary. Do not wear sandals, platforms, flip-flops, open toed or open heeled shoes backstage. Please note this rule applies in the various shops, unless otherwise indicated.
- Bare feet are never allowed in the wardrobe area or backstage. Even actors should remember some form of foot protection when off stage. Please note this rule applies in the various shops.
- 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 disappear. Do not wander from your 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.
  
  o As a performer you will be allowed to listen to a personal player. In the dressing room area, prior to half hour. Do NOT take them into shop areas or on stage. At half hour they must be put away. If phones are used they should be set to “Airplane” mode.
No audio should be played out loud in the backstage areas, especially in the dressing rooms. No one has to be forced to listen to your music while they try to prepare.

- 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. Putting your social life on hold for 4-6 hours is not asking a lot from a serious artist.

- 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.

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 help 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 breathe 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.

**Keep records of your moves**

- Keep notes on all your shift 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).
- 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.
  o The faculty advisors for the labs reserve 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
  o The supervisor will have the choice of sending the offender home.
  o Both parties will meet the faculty advisor (Kevin Loeffler) the following morning.
  o This meeting must take place no later then 9am.
  o Both parties must be present.
  o It is never too late to call and arrange said meeting.
  o If a performer is one of the two parties the director of the production may also be called in for the conference.
  o If the offender has been wrongly accused or accused with malicious intent, the supervisor will be written up.
  o 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.

• Supervisor Hierarchy
  o Any Faculty or Staff member
  o Stage Managers / Shop Managers, and Shop Staff
  o Assistant Stage Managers
  o Crew Heads / Crew Supervisors

• Supervisors will be shown the same respect as Directors, Designers, and Faculty members.

• Each offense repeated or new will be applied to your three chances.

• Supervisors will not be allowed to abuse their power. Remember respect will result in respect.

• Write up of a supervisor.
  o A supervisor ignoring any grievance brought before them could be written up for neglect of duty.
  o If any cast or crewmember that has a grievance or has witnessed behavior unfitting to a supervisor. Such as the breaking of the rules, shouting at cast or crewmembers, favoritism, etc. These production members have the right to address their grievance with the correct faculty supervisor.
• All cast and crewmembers 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 than 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.
I, ______________________________ have read, and understand all assignments, rules, and regulations contained in the above document (Production Lab 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 lose 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_______________________________________________
SAFETY REGULATIONS

In addition to having insurance, the student is responsible for:

1. Receiving an orientation to inherent hazards, safety rules and regulations required to prevent accidents.

2. Reporting to the supervisor and/or instructor all hazards in the work place that he/she is unable to correct.

3. Attending scheduled safety/orientation classes.

4. Being physically capable of maintaining the required stamina to safely perform assigned duties.

5. Informing the supervisor when not able to perform his/her regular or other assigned duties.

6. Wearing or using ALL items of protective clothing and equipment provided or required to perform their job safely.

7. Contacting his/her supervisor for assistance or instruction when in doubt about how to perform a job or activity safely or accurately.

8. Wearing proper clothing when reporting to work (i.e. no open toed shoes, high heels, loose garments, hair or clothing, etc.). These types of clothing could result in or contribute to, an accident.

9. Performing other actions as necessary to prevent accidents.

I have read and understand the above rules and regulations for safety and have been briefed as to the proper safety procedures for use of equipment in Theatre Production class.

Print Full Name________________________________________ Date__________________

X______________________________________________________________________