THEATRE PRODUCTION LAB IV

THEA 2101 Spring ’19
Section 1 F 2:00-4:30 pm Warren Theatre, CA 102
Instructor Kevin Loeffler Phone 825.2262
Chair J. Don Luna Phone 825.5988
Email Kevin.Loeffler@tamucc.edu Email Don.Luna@tamucc.edu
Office hours M: 1 – 3pm, T-F: 1 – 2 pm 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 Objectives:
1. 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.
2. The student will develop their technical skills based on hands on experience with technical theatre
equipment ranging from basic to advanced.
3. The student will learn all about safety and safety equipment. Respect and care for the facilities in which
the student will be spending a majority of their time will be achieved.
4. The student will learn how the various technical shops and production areas operate. They will
eventually gain the skills and knowledge to organize and run those shops as a leader, foreman, crew
head, manager, director, etc.
5. The student will learn to thrive on the collaborative and interdisciplinary process that goes into
mounting a production.
6. The student will learn to always be early, always present, and ready so that can be a functioning
member of the production team.
7. The students work to become the next leaders; serving their peers, promoting change and growth that
will consistently better the department and productions.
8. The student will help chart the road to the future of our department.
9. Students will learn if students are willing.

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, 4:30 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. Each student gets 2 unexcused absences. After that, for every
meeting the student does not attend, without an excused absence, a full letter grade will be dropped from their
final grade. More than 3 unexcused will result in a failure of the course.
Also for this class, students will be assigned to work in one shop area (scenery, props, costumes, lighting &
sound) or be assigned to Front of House (FOH)/Public Relations (PR). Students enrolled in this course are
required to work 30 hours for the semester (3 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 count as an unexcused absence.
Work Call:
Students are required to attend and contribute to one work call.
- **Mamma Mia** – February 8th
- **The Wolves** – March 29th
There will be a sign up sheet for each. There will also be a sign in & out sheet at each work call.

Strike:
Students are required to attend and contribute to one strike.
- **Mamma Mia** – March 31st
- **The Wolves** – April 20th
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.

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 3 hours. Hours can be scheduled in 3 hour blocks only. Each shop/area comes with a supervisor(s) that you will report to for work during your lab hours. Students will also be required to attend one work call during the semester. Work call dates will be announced during the semester.

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

Student Designers will maintain their hours with the faculty member overseeing the respective areas.

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. If a student does not come in through out the semester at their set time, they will be given an unexcused absence for each day. After 3 unexcused absences, the student will fail the course.

*Hours worked on any run crew, strikes and any work in other shops will be counted as half of your 30 hours for your lab.

Running a Show:
Students assigned to a running crew 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. Alison Frost will distribute FOH/PR schedules. If a student fails to attend any necessary calls for their assignment, this will result in a failure of the course.

*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.

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 an email attachment or on Blackboard. **Papers will be due by 11:59 pm on the last day of regular classes.**

**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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>Production Lab Hours</td>
<td>30 pts/hr.</td>
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<tr>
<td>Attendance</td>
<td>20 pts/wk.</td>
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<td>W</td>
<td>145 pts/work call</td>
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<tr>
<td>Strike</td>
<td>145 pts/strike</td>
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<tr>
<td>Paper</td>
<td>160 pts.</td>
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<tr>
<td>Crew Assignment</td>
<td>Full Letter Grade</td>
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<tr>
<td>Total</td>
<td>1900 pts.</td>
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**Grading Break Down**
- A= 1900 – 1801
- B= 1800 – 1701
- C= 1700 – 1601
- D= 1600 – 1501
- F= 1500 – 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.

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.

Policies:

Disability Accommodations:
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 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 & Classroom/Professional Behavior:
This course will observe the university’s policy for avoiding sexual harassment and classroom/professional behavior.

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 Procedure 13.02.99.C2.03, 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. 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 Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

Dropping Courses:
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.

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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and
requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 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.