



A Member of The Texas A&M University System

## THE 109/309.001 THEATRE PRACTICUM COURSE SYLLABUS: FALL 2015

**Instructor:** Donna Deverell, MS

**Office:** PAC 116 (inside the Costume Shop)

**Office Hours:** Monday and Wednesday, 11:00 am – 12:00 pm, Tuesday and Thursday  
10:00 am – 12:00 pm, and by appointment

**Office Phone:** 903-886-5319

**Email:** [donna.deverell@tamuc.edu](mailto:donna.deverell@tamuc.edu)

### COURSE INFORMATION

**Course Description:** The purpose of this course is to learn theatre by doing it. The respective shop supervisors will teach theatrical production in safe, structured instruction. Various jobs and duties will relate closely to the current production, as well as the daily operations of the theatre. This course will develop your skills in production, problem-solving, and use of tools and technology. This course will also develop your ability to work in a group, as well as developing your work ethic, attitude, respect, and reliability.

#### **Materials:**

1. Mandatory – safety glasses, work clothes, closed-toed shoes, spiral notebook.
2. Recommended – work gloves and earplugs
3. Other materials and specific work attire may be necessary, and is at the discretion of your supervisor.

**IF YOU DO NOT HAVE THESE ITEMS, YOU WILL NOT BE ALLOWED TO WORK YOUR HOURS.**

#### **Student Learning Outcomes:**

1. Students will learn essential skills various aspects of theatre production, including (but not limited to) construction, painting, marketing, sewing, etc.
2. Students will be assigned to production crews, and learn the expectations of each.

3. Students will cultivate appropriate attitudes, skills, and professionalism required for working in a theatre.

## COURSE REQUIREMENTS

### **Attendance/Participation:**

Participation in course activities (including work assignments, crew assignments, and work hours) are mandatory for this course.

### **Grading**

Exceptional work will receive an	A (90% and above)
Above average work will receive a	B (80% - 89%)
Average work will receive a	C (70% - 79%)
Below average work will receive a	D (60% - 69%)
Unacceptable work will receive an	F (59% or less)

### **Assessment:**

1. Each student will fill out a survey form to indicate skills and areas of interest. You will receive an assignment based on your responses, as well as the needs of the department/production. Please note that you are not guaranteed your preferred assignment. Students are rotated through various shops each semester (and within a given semester) to provide the student with a well-rounded education.
2. All assignments will be posted on the main call board, located across from the graduate student offices. It will contain all necessary information for the current production. **It is your responsibility to check the call board each day.** Pertinent information will be posted by noon, although sometimes emergencies arise that may result in less time.

**Note: Social media, email, and text messaging are NOT the same thing as the call board.** Although information may be shared via these outlets, the call board is still the central communication area. "No one told me" is never an excuse.

3. Students will report to the appropriate supervisor, log in, and be ready to work on the project/duties assigned for the day. Your time sheet will be stapled to the inside of your journal. At the end of each day, the student will write a brief description of what was done that shift, then "clock out" on the time log. Supervisors will sign off on all journals and time. **If you do not clock in/out, you will not receive credit for the time worked. Approval of time is at the discretion of the supervisor.**
4. Students must be dressed in work clothes. This includes "paint clothes" (or, clothing you do not mind getting ruined), close-toed shoes, and any safety gear required for the particular shop or project. If you do not wear them in, please bring them with you. You cannot clock in until you are dressed appropriately ready to work. Failure to work due to lack of appropriate attire will result in zero hours for the day.

5. If you will be missing work for any reason you ***must*** notify your supervisor. Failure to do so will result in points being deducted from your total hours. Hours missed from excused absences may be made up with proper arrangements with the supervisor. Unexcused absences (no call/no shows) will not be eligible for makeup work.
6. If a work call is made for your assigned shop, you will be required to work at least one of the time blocks for every work call posted. These are mandatory, and separate from your regularly scheduled work hours. They cannot be used to make up missed hours. (You may sign up for an extra work call shift for makeup hours, but you must work the mandatory time first.) Sign-up sheets for work call shifts will be posted on the practicum call board. Failure to attend work calls will result in hours subtracted from your total hours.
7. Strike is mandatory for each student, for each production. Failure to attend strike may result in failure of this course.
8. All students are required to audition for every University Playhouse production. Failure to do so may result in failure of this course.
9. Students are required to crew each show. Crew positions will usually be based on your shop assignment.
10. Minimum effort will result in minimum grades. To earn a higher grade, you must go above the minimum requirements (see grading scheme above).
11. Performance during the run of a show will affect your grade. The director, design team, and faculty as a whole have the right to replace any actor, designer, or crew member during the rehearsal and/or run of the show. This may be for attitude, work ethic, failure to meet deadlines, etc. If you are removed from a show for any reason it will result in automatic failure of this class.
12. All Practicum students will participate in a mandatory monthly practicum meeting. Dates/ times will be announced a few days prior to the scheduled time. Failure to attend this meeting may result in failure of this course.

### **TECHNOLOGY REQUIREMENTS**

Each student is required to have a working email address that you will check daily. If you have not already have one, please make arrangement before the next class meeting.

### **COMMUNICATION AND SUPPORT**

If at any time you feel that you are in need of further instruction or explanation, please feel free to speak with me at your convenience. I have an open-door policy with all students. If you do not feel that you are getting what you need, either from the class, a supervisor, fellow students, etc. please let me know. I cannot help you find a

solution if I don't know that there is a problem.

### COURSE PROCEDURES

Once assigned to a shop, the student will receive more specific instructions regarding the safety procedures and policies set in place by local, federal, and university governments. The student will also receive training specific to the functions within said shop, and are expected to perform these duties as instructed by supervisors.

**ATTENDANCE IS MANDATORY!** You are expected to be actively engaged in projects while you are clocked in. Breaks are observed. However excessive breaks, texting, working on outside work (homework, personal projects, etc.), sleeping, texting, social media, lack of participation, etc. will result in removal of the class for the day and docked hours (in addition to the hours lost for leaving).

### UNIVERSITY PROCEDURES

**Student Disability Services:** 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 have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services  
Texas A&M University-Commerce Phone  
(903) 886-5150 or (903) 886-5835  
StudentDisabilityServices@tamuc.edu  
Gee LibraryRoom 132  
Fax (903) 468-8148

**Student Conduct:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. From the Code of Student Conduct: "Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for disciplinary action."

The Code of Student Conduct from Student Guide Handbook can be found here:

<http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

**Academic Honesty:** Students will adhere to the tenets of academic honesty while in this class. Academic dishonesty includes working on non-group projects with others, deception, impersonation, cheating during a test, and plagiarism. These are all offenses that warrant

disciplinary action up to, and including, an F in the course. Additionally, any student found guilty of a Breach of Conduct, including Academic Honest, could face the following disciplinary actions imposed by the University:

- (1) Expulsion from the University. Students may not return to the University.
- (2) Suspension from the University for a definite or indefinite period of time.
- (3) Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any University rules
- (4) Loss of privileges.
  - a. Denial of the use of an automobile for a designated time (on campus).
  - b. Removal from elective or appointive office.
  - c. Ineligibility for pledging, initiation, and representation of the University.
  - d. Removal from residence hall or other University housing.
  - e. Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
- (5) Admonition and warning.
- (6) Notification of parents.
- (7) Such other actions as may be approved by the University Discipline Committee or the Dean for Campus Life and Student Development.

Plagiarism is the use of someone else's information without proper and formal citation.

Information about avoiding plagiarism can be found here:  
<http://owl.english.purdue.edu/owl/resource/589/01/>