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<https://new.tamuc.edu/coronavirus/>

**THE 497.04W PRODUCTION MANAGEMENT
COURSE SYLLABUS: SPRING 2021**

INSTRUCTOR INFORMATION

Instructor: Donna Deverell, MS
Office Location: Performing Arts Center 104
Office Hours: By appointment only
Office Phone: 903.468.3194
Office Fax: 903.468.3250
University Email Address: donna.deverell@tamuc.edu
Preferred Form of Communication: University email address
Communication Response Time: Within one (1) business day

COURSE INFORMATION

Textbook(s) Required: *The Production Manager's Toolkit: Successful Production Management in Theatre and Performing Arts* by Cary Gillett and Jay Sheehan ISBN 978-1-138-83884-0

Software Required:

- Access to D2L via MyLeo
- Word-processing software (Microsoft Word, Google Docs, etc.)
- Spreadsheet software (Microsoft Excel, Google Sheets, etc.)
- Presentation software (Google Slides, Power Point, Prezi, etc.)

The syllabus/schedule are subject to change.

Course Description

This course is an in depth look at the role of the production manager within the entertainment industry. Topics will include terminology, management skills, interpersonal skills, budgeting, duties (preproduction, production, and postproduction), communication, etc.

Student Learning Outcomes

1. Students will gain an understanding of the elements of production management for various types of theatrical productions.
2. Students will gain an in depth understanding of the planning and execution of a production, including management resources, budgets, production calendars, and other aspects of theatrical production.
3. Students will gain an understanding of the roles and relationships that occur within the theatre.
4. Students will become more informed and knowledgeable theatre practitioners.

COURSE REQUIREMENTS

1. Students are required to login to D2L weekly to complete readings, quizzes, assignments, etc.
2. Students are required to find outside resources and information to complete some assignments and projects.

Minimal Technical Skills Needed

1. Students must be able to navigate D2L via MyLeo.
2. Students must be able to use a word processing software (Microsoft Word, Google Docs, etc.), spreadsheet software (Microsoft Excel, Google Sheets, etc.), as well as presentation software (Power Point, Prezi, etc.).
3. Students must be able to check their email regularly.
4. Students must have a basic working knowledge of theatrical productions.

Instructional Methods

1. Students must participate in all weekly assignments to receive credit for participation for that week.
2. Late work will be accepted at the discretion of the instructor, and only with appropriate documentation.

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3. Extra credit may be provided at the discretion of the instructor and will be announced via D2L.

Student Responsibilities or Tips for Success in the Course

1. Students are encouraged to login multiple times per week in order to participate fully, check for updated information, and stay in contact with the instructor and fellow students.
2. Students should ensure they have stable, working internet connections in order to fully participate in online components of this class.
3. Communication is key - students should feel free to contact the instructor with any questions, concerns, or to meet any needs necessary. Students are also encouraged to request socially distant meetings (via Zoom, etc.) as needed.

GRADING

Final grades in this course will be based on the following scale:

- A = Exceptional work
- B = Above average work
- C = Average work
- D = Below average work
- F = Unacceptable work

Assessments

- Attendance/Participation = 15%
- Quizzes = 25%
- Assignments = 40%
- Final Project = 20%

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

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LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

If at any time you feel that you need 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 please let me know. I cannot help you find a solution if I do not know that there is a problem.

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Please observe the following basic email etiquette:

- Informative Subject Line
 - Class name and/or number
 - Topic of discussion
 - Examples
 - Practicum Hours
 - THE 1301 Final Exam
 - Cosplay Question
- Address me by name
 - Donna is perfectly fine and preferred, or Ms. Donna if you do not feel comfortable calling me by my first name
- Salutation
 - Does not have to be “formal”
 - “Niceties” are always a good idea
 - I hope you are having a nice day
 - I hope you had a great weekend
 - Congrats on being an amazing human being
- Briefly and concisely state what it is you need
 - If you cannot state your needs in a few sentences, consider requesting an appointment
 - If requesting an appointment, please:
 - State the reason for your appointment (I want to discuss my grade; I have questions about...)
 - GIVE YOUR SPECIFIC AVAILABILITY
 - Good idea—I am available Monday 1-3 or Tuesdays after 2:30
 - Bad idea—What works for you? I am free whenever.
- Sign off
 - Does not have to be “formal,” and thank you is always appreciated
 - Give your name
 - Always a good idea to provide CWID, especially
 - if paperwork is involved

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Assignment information (including requirements, due dates, etc.) will be posted in D2L.

Syllabus Change Policy

The syllabus/schedule are subject to change.

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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Students with Disabilities-- ADA Statement

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

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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CLASS SCHEDULE

Week 1	1/11 - 1/17	Syllabus Introduction
Week 2	1/18 - 1/24	Chapter 1: Communication Chapter 2: Relationships
Week 3	1/25 - 1/31	Chapter 3: Management Techniques and Theories
Week 4	2/1 - 2/7	Chapter 4: Planning and Scheduling Chapter 5: Meetings
Week 5	2/8 - 2/14	Chapter 6: Money and Budgeting
Week 6	2/15 - 2/21	Chapter 7: Hiring and Casting
Week 7	2/22 - 2/28	Chapter 8: Safety
Week 8	3/1 - 3/7	Chapter 9: Theatre Chapter 10: Opera
Week 9	3/8 - 3/14	Chapter 11: Dance Chapter 12: Rock and Roll
Week 10	3/15 - 3/21	Chapter 13: Symphony
Week 11	3/22 - 3/28	Chapter 14: Presenting Chapter 15: Co-productions
Week 12	3/29 - 4/4	Chapter 16: Touring Chapter 17: Special Events
Week 13	4/5 - 4/11	Chapter 18: Concluding with Balance
Week 14	4/12 - 4/18	Final Project
Week 15	4/19 - 4/25	Final Project
Week 16	4/26 - 4/30	Finals Week

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