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

**THE 209.01B PRACTICUM**  
**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 Backstage Handbook: An Illustrated Almanac of Technical Information (3<sup>rd</sup> Edition)* by Paul Carter ISBN 978-0911747393

Software Required:

- Access to D2L via MyLeo
- Access to Homebase (via computer or app)
- Word-processing software (Microsoft Word, Google Docs, etc.)
- Presentation software (Google Slides, Power Point, Prezi, etc.)

Required Materials (Face-to-Face Instruction):

- Face mask

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- Safety glasses
- Work gloves
- Work/paint clothes
- Closed-toed shoes

Optional Texts and/or Materials (Face-to-Face Instruction):

- Ear plugs
- Steel-toed shoes

### **Course Description**

The purpose of this course is to learn theatrical production by working in production shops. Shop supervisors, staff, and faculty will teach theatrical production in safe, structured instruction by assigning duties that relate closely to current productions as well as the daily operations of a working theatre. This course will offer both a face-to-face and an online only option this semester. NOTE: the online option is temporary due to COVID-19 restrictions and protocol, and will return to full face-to-face when appropriate.

### **Student Learning Outcomes**

1. Students will develop essential skills in production, problem-solving, and the use of tools and technology.
2. Students will learn the essential functions and expectations of theatrical and production work crews.
3. Students will cultivate appropriate attitudes, skills, and professionalism required for working in a theatre.

### **COURSE REQUIREMENTS**

1. Students are required to clock their work times weekly using Homebase.
  - a. Face-to-face students will report to their assigned shop for their work shift.
  - b. Online only students will complete exercises, quizzes, etc. via D2L while clocked in and provide proof of work via screenshots and pictures.
2. All students are required to complete four hours of work per week.
3. All students are required to complete all online quizzes.

### **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.) as well as presentation software (Power Point, Prezi, etc.).

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3. Students must be able to check their email regularly.
4. Students must be able to use the time clock system Homebase (access will be provided prior to the semester).
5. Online-only students must be able to provide documentation of their progress via screenshots and/or photographs.

### **Instructional Methods**

1. Instructional Preference:
  - a. Students will be sent a survey on the first day of class in order to declare an instructional preference.
    - i. Face-to-face students will be required to give their availability in order to create a work schedule.
2. Attendance/Participation
  - a. Face-to-Face Instruction
    - i. Students will be required to clock in beginning the second week of the semester.
    - ii. Each student is required to clock a minimum of four (4) hours per week via Homebase.
      1. Students are encouraged to work more hours in order to earn a higher grade.
      2. Students are entitled to one 15-minute break for every two hours they work. It is up to you to observe this break.
      3. If you are a designer, assistant designer, technician, etc. for a current production, your work in research, production meetings, rehearsal attendance, etc. ARE eligible for hours but you must clock in to receive them.
        - a. This includes any production-related work that takes place outside of your assigned Practicum time.
    - iii. Students will report to their assigned shop for the day, dressed in work-appropriate attire INCLUDING FACE MASKS OR FACE SHIELDS that cover the nose and mouth.
      1. Failure to work due to inappropriate work attire will result being sent home with no hours credited for the day.
      2. Do not clock in until you are dressed in appropriate work attire.
      3. DO NOT COME TO THE PERFORMING ARTS CENTER IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:
        - a. Fever or chills
        - b. Cough
        - c. Shortness of breath or difficulty breathing
        - d. Fatigue
        - e. Body aches

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- f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea
- iv. Failure to clock in and clock out will result in zero points for the day.
  - v. Students must inform THE INSTRUCTOR AND THEIR SHOP SUPERVISOR if they will be missing their shift. Failure to do so will result in points being deducted from the total hours for that week.
    - 1. Hours from an excused absence can be made up. Unexcused absences (no call/no show) are not eligible for makeup time.
  - vi. Your attitude and performance will have an impact on your grade. If you are not completing projects in a timely manner or are causing issues with your fellow students or supervisors, it will be reflected in your participation grade.
    - 1. If you are fired from a production for any reason it will result in failure of this class.
- b. Online Only Instruction
- i. Students will be required to clock in beginning the second week of the semester.
  - ii. Each student is required to clock a minimum of four (4) hours per week via Homepage.
    - 1. Students are encouraged to work more hours in order to earn a higher grade.
    - 2. Students are entitled to one 15-minute break for every two hours they work. It is up to you to observe this break.
  - iii. Online students will login to D2L and complete various assignments and quizzes provided.
    - 1. Online students are also encouraged to independently seek out projects or learning opportunities for work hours. These CANNOT be work or projects for other classes and must be approved by the instructor.
    - 2. If you are a designer, assistant designer, technician, etc. for a current production, your work in research, production meetings, rehearsal attendance, etc. ARE eligible for hours but you must clock in to receive them.
  - iv. Failure to clock in and clock out will result in zero points for the day.
  - v. Your attitude and performance will have an impact on your grade. If you are not completing projects in a timely manner or are causing issues with your fellow students or supervisors, it will be reflected in your participation grade.

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1. If you are fired from a production for any reason it will result in failure of this class.

### **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. Ask question. If you are asked to perform a duty or use a tool with which you are unfamiliar, please inform the supervisor immediately so that you can be instructed in safe and proper execution. Students of all skill level will be working together, and we do not expect you to know everything from the onset.
4. 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
5. 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 = 80%  
Tests/quizzes = 20%

### **TECHNOLOGY REQUIREMENTS**

#### **LMS**

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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>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](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](mailto: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**

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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.

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, or Ms. Donna if you do not feel comfortable calling me by my first name. But I assure you, everyone else calls me Donna.
- 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.

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## **Syllabus Change Policy**

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](#) webpage and [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](#)

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

### **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](mailto: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.

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Web url:

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

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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