



## **THE 409 Practicum**

COURSE SYLLABUS: Spring 2024

### **INSTRUCTOR INFORMATION**

Instructor: Donna Deverell, MFA  
Office Location: Performing Arts Center 104  
Office Hours: Tuesday/Wednesday 1:00 PM – 3:00 PM, and by appointment  
University Email Address: donna.deverell@tamuc.edu  
Preferred Form of Communication: Email  
Communication Response Time: Within two (2) business days

### **COURSE INFORMATION**

**Textbook(s) Required:** *The Backstage Handbook: An Illustrated Almanac of Technical Information, 3<sup>rd</sup> Edition* by Paul Arter  
ISBN 978-0911747393

#### **Software Required:**

- Access to D2L via MyLeo
- Access to Homebase app (invitation sent via email on file)

#### **Required Materials:**

- TAMUC Crew t-shirt or polo shirt
- Work/paint clothing
- Close-toed shoes

#### **Recommended Materials:**

- Safety glasses
- Work gloves
- Face mask
- Steel-toed shoes
- Ear plugs

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- Multitool

## Course Description

### Student Learning Outcomes

1. Students will develop essential technical theatre production skills as they relate to the daily function of a working theatre.
2. Students will learn the essential functions and expectations of theatrical and production work crews.
3. Students will develop appropriate attitudes, skills, and professionalism required for working in theatre.

## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

1. Students must be able to navigate D2L via MyLeo.
2. Students must be able to access the Homebase app to clock in/out

### Instructional Methods

1. This is a practical class and will be taught face-to-face.
2. First-time students will receive an email invitation to Homebase, which will be the time clock app used for this class. Returning students will use previous logins. You may contact me if you need to reset your login.
3. Students must clock in and clock out every time they engage in work for Practicum credit. You **will not** receive credit for hours unless they are logged via Homebase.
4. All students will be required to attend one mandatory meeting the first week of class (information will be posted to D2L).
5. All students are required to fill out the Practicum application, posted on D2L.
6. All students are required to sign up for a brief technical interview (information will be posted on D2L).
7. Once assigned to a position (as posted in D2L) students 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.
8. Students are required to complete a minimum of four (4) hours of work per week, as scheduled by the instructor.
9. Students are entitled to a fifteen (15) minute break for every two hours of work. It is up to the student to observe these breaks.
10. Students will be required to participate in all mandatory work calls. Information will be posted on the callboard.
11. Students are required to participate in each season production. This can be as an actor, designer, stage manager, crew member, or usher. Positions will generally

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- be assigned according to your shop assignments. Specific requirements will be discussed accordingly. Crew assignments will be posted to the main callboard.
12. As part of the cast or crew, students are required to attend all rehearsals, meetings, technical rehearsals, and performances for which they are called.
  13. Students must be on time for all rehearsals, meetings, technical rehearsals, and performances for which they are called.
  14. For technical rehearsals and performances, all crew members are required to wear appropriate clothing:
    - a. Black pants
    - b. Black shoes (some color is acceptable, if they are mostly black and not distracting)
    - c. TAMUC Crew shirt
      - i. T-shirt for backstage and booth crew
      - ii. Polo for front of house and box office
    - d. Black facemasks or face shields are encouraged
  15. Failure to wear the appropriate attire will result in being fired from the production.
  16. Failure to perform your crew duties to the specifications and standards of the director, faculty, or staff may result in being fired from the production. This includes punctuality and attendance.
  17. Failure to behave in a professional manner may result in being fired from the production.
  18. Failure to follow all production rules and safety protocols may result in being fired from the production.
  19. Failure to attend technical rehearsals and performances at the call time may result in being fired from the production.
  20. If you are fired from a production it will result in losing twenty-five (25) final grade points.

### **Student Responsibilities or Tips for Success in the Course**

1. Attendance AND participation are required. *Note that attendance alone does not constitute participation.* Promptness, attendance, and attentiveness are valued in this class. If you are not actively participating in work, you will not receive credit.
2. Students are required to check all callboards multiple times per day. "I didn't know" is not an excuse. The main callboard is located across the hall from PAC 108. However, students are expected to check all callboards daily.
3. Students must be dressed in "work" or "paint" attire. You cannot clock in to work until you are properly dressed and ready to begin your assignment for the day. Failure to work due to inappropriate work attire will result in being sent home and flagged as a "no call/no show."
  - Close-toed shoes
  - Clothing that will get dirty or messy
  - Hair pulled back
  - No dangling jewelry or overly baggy clothing.
4. Failure to clock in and clock out will result in zero credit for the day.
5. Ask questions. If you are asked to perform a duty or use a tool with which you are

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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.

6. Students must inform the instructor *and* shop supervisor via email if they will be absent. Failure to do so will be flagged as a “no call/noshow.”
  - Lighting – [Michael.knight@tamuc.edu](mailto:Michael.knight@tamuc.edu)
  - Costumes – [Andrea.Williams@tamuc.edu](mailto:Andrea.Williams@tamuc.edu)
  - Scenic/Props – [Sswasso@leomail.tamuc.edu](mailto:Sswasso@leomail.tamuc.edu)
  - Box Office – [Rebecca.worley@tamuc.edu](mailto:Rebecca.worley@tamuc.edu)
  - Instructor – [Donna.deverell@tamuc.edu](mailto:Donna.deverell@tamuc.edu)
7. Attitude and professionalism will have a major impact on your grade. While you are not expected to be an expert in production techniques, you are required to approach all things with a positive attitude and a willingness to learn. If you are not engaged in activities, or cause issues with your fellow students or supervisors, it will be reflected in your participation grade. Likewise, if you are involved with productions, eager to learn, and prove yourself dependable and pleasant, your grade will reflect as much.
8. Do not enter any production shop or performance space under the influence. This includes illicit drugs, alcohol, prescriptions, and/or over-the-counter medications. If you are suspected of being under the influence while at work, you will be immediately dismissed and referred to administration for appropriate disciplinary actions.
9. Do not enter any production shop or performance space in any physically or mentally altered state. This includes illness, exhaustion, or simply being too distracted to concentrate or safely work. If you are working under these conditions you will be immediately dismissed and not granted credit for the day. NOTE: All current students have access to free basic medical care on campus by calling 903.886.5853 or visiting <https://www.tamuc.edu/student-health-services/> to schedule an appointment, although they will also see walk-ins as of the writing of this syllabus.
10. Communication is key. Students should feel free to contact the instructor with any questions, concerns, or to meet any individual needs.

## **GRADING**

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

Total points corresponding to the final letter grades

A = 90% and Up

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or Below

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## Assessments

- Attendance/Participation = 60%
- Mandatory Meeting = 5% (total)
- Mandatory Work Calls = 5% (total)
- Production Cast/Crews = 25% (total)
- Tech Interview = 5%

## Evaluation:

- Attendance/Participation
  - Clock in/out whenever you engage in work for Practicum
    - Includes
      - Attending mandatory meetings
      - Attending mandatory work calls
      - All work hours
      - NOTE: designers, assistant designers, and design assistants may have alternative work assignments to be discussed with the instructor and faculty advisors
    - Does not include
      - Attending rehearsals
      - Attending performances as an audience member
      - Driving to or from class
      - Getting dressed for class, rehearsal, performance, etc.
  - Weekly grade is calculated by awarding 20 points per hour worked
    - $[\text{Hours Worked}] \times 20 = [\text{Weekly Grade}]$ 
      - Week 1:  $4 \times 20 = 80$
      - Week 2:  $3 \times 20 = 60$
      - Week 3:  $4 \times 20 = 80$
      - Week 4:  $3.75 \times 20 = 75$
  - Participation points are added or subtracted accordingly
    - Up to 20 points added for positive feedback from shop supervisors, directors, faculty, staff
    - Up to 20 points subtracted for negative feedback from shop supervisors, directors, faculty, staff
      - Week 1 + 20 = 100
      - Week 2 + 20 = 80
      - Week 3 + 0 = 80
      - Week 4 + 20 = 95
  - Weekly grades are averaged to calculate attendance
    - $[\text{Sum of Weekly Grades}] / [\text{Number of Weeks}] = [\text{Attendance Grade}]$ 
      - $[100 + 80 + 80 + 95] / 4 = 88.75$
  - “No Call/No Show” refers to any shift that is left uncovered without warning, excluding emergencies. If a shift is flagged as “no call/no show”

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the student will:

- Receive no hours that day
- Be penalized (“docked”) for the number of hours missed
- Makeup hours for missed shifts are available at the discretion of the instructor and/or shop supervisor
  - Excused absences will automatically be granted makeup hours (including illness with a doctor’s note, funeral attendance with program or obituary sent, etc.)
  - “No Call/No Show” hours are *not* eligible for makeup hours
- All grading requirements must be met in order to pass this course.

### **IMPORTANT DATES**

- January 15 – MLK Day, no class
- January 16 – First day to clock hours
- February 20-26 – Tech Week for *99 Minutes*
- February 27-March 3 – Performances for *99 Minutes*
- March 11-15 – Spring Break
- April 16-22 – Tech Week for *The Moors*
- April 23-28 – Performances for *The Moors*
- May 3 – Last day to clock hours

### **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>

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)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

### **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

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(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

If at any time you need further instruction, explanation, or assistance, 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 there is a problem.

Please observe the following basic email etiquette:

- Informative subject line
  - Class name and/or number
  - Topic of discussion
  - Good ideas
    - Practicum Hours
    - MWF Intro Quiz
    - Cosplay Question
  - Bad ideas
    - Question
    - (No Subject Line)
- Address me by name
  - Donna is preferable. Ms. Donna is fine if you don't feel comfortable using only my first name.
- Salutation
  - Does not have to be "formal"
  - A simple "Good morning" or "Hello" is fine
  - "Niceties" are always a good idea

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- “I hope you’re having a nice day.”
  - “I trust you had a great weekend.”
  - “Congrats on being so awesome.”
- BRIEFLY AND CONCISELY state what you need
  - If you cannot express your needs a few sentences, consider requesting an appointment.
  - If requesting an appointment, PLEASE:
    - State the reason
      - “I would like to discuss my grade.”
      - “I have a question about XYZ”
    - GIVE YOUR SPECIFIC AVAILABILITY
      - Good idea
        - “I am available Monday 1-3, Tuesday after 2:30, and Wednesday for an hour after our class.”
      - Bad idea
        - “What works for you?”
        - “I’m free whenever.”
    - At least one (1) business days’ notice
      - Good idea
        - “I’m available this afternoon after 2:00, but I understand that is very short notice. I will be available tomorrow at...”
      - Bad idea
        - “Can I come by after class in an hour?”
- Sign off
  - Does not have to be “formal”
  - A “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**

1. Assignment information (including requirements, due dates, etc.) will be posted in D2L.
2. Acceptance of late work is at the discretion of the instructor.

### **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**

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## **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 [Procedures 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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

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## **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 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.

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.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## **AI use policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty