



THE 409 Practicum

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Donna Deverell, MFA

Office Location: Performing Arts Center 104

Office Hours: Tuesday/Wednesday 1:00 – 3:30 PM, and by appointment

University Email Address: donna.deverell@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: Within one (1) business day

COURSE INFORMATION

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

Software Required:

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

Required Materials:

- ETAMU 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

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actor, designer, stage manager, crew member, or usher. Positions will generally 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. ETAMU crew polo for front of house crew
 - d. ETAMU crew t-shirt for backstage and booth crew
 - e. Polo for front of house and box office
 - f. 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.

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5. Ask questions. 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.
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/Scenic/Props – Michael.knight@etamu.edu
 - Costumes – Andrea.Williams@etamu.edu
 - Box Office – Jackie.rosenfeld@etamu.edu
 - Instructor – Donna.deverell@etamu.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.etamu.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, an 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

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- call/no show” 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. Shop supervisors are not required to provide makeup hours. This is a class, and you should treat your attendance accordingly.
 - “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

- September 2 – First Day of Practicum
- September 17-23 – Technical Rehearsals for *Student Showcase*
- September 24-28 – *Student Showcase* Performances
- November 12-18 – Technical Rehearsals for *Suzette Who Set to Sea*
- November 19-23 – *Suzette Who Set to Sea* Performances
- November 27-28 – Thanksgiving Break, no classes
- December 5 – Last Day of Practicum

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool

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 (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

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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, an ETAMU 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 11:00 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

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- “Niceties” are always a good idea
 - “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

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).

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

ETAMU 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 East Texas A&M University 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:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 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

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East Texas A&M University 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 East Texas A&M University 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 East Texas A&M 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 East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, 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

Department or Accrediting Agency Required Content

Departmental-Specific Procedures

Student Grievance Procedure

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult [University Procedure 13.99.99.R0.05 \("Student Appeal of Instructor Evaluation"\)](#).

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Collection of Data for Measuring Institutional Effectiveness

In order to measure the level of compliance with the accreditation, throughout the semester I may collect some of the ungraded texts you produce solely for an assessment of program effectiveness that in no way affects students' course grades or GPAs.

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