

# Stage Production 1

Dance/ Theatre 2095 Friday 12pm-1pm, Lecture

This course meets as a group on all of its scheduled class days.

After the initial meeting, it is up to you to sign a contract and develop your schedule/ work assignments with your supervisors to fulfill your lab hours.

## Supervisors

Fall 2015

### Donna Marquet

- Scenic Designers
- Scenic Painters
- Properties

RTFP 214 x 7977

[donna.marquet@unt.edu](mailto:donna.marquet@unt.edu)

Office Hours:

M/W 10:30-11:30

T/Th 12:00-1:00

### Barbara Cox

- Costume Design Assignments
- Makeup Design Assignments
- Makeup Run Crew
- Costume Build Crew

RTFP 252A x 2726

[barbara.cox@unt.edu](mailto:barbara.cox@unt.edu)

### Adam Chamberlin

- Electrics Shop
- Lighting Design Assignments
- Lighting Console Operators
- Electrician Crews
- Sound Design Assignments
- Sound Console Operator
- Sound Technicians

RTFP 212 x7592

[adam.chamberlin@unt.edu](mailto:adam.chamberlin@unt.edu)

### Mario Toooh

- Set Construction Crew
- Stage management
- Deck Run Crew

RTFP 213 x 4117

[mario.toooh@unt.edu](mailto:mario.toooh@unt.edu)

### Amanda Breaz

- House Management
- Usbers
- Promotions Crew

RTFP 104A x2428

[amanda.breaz@unt.edu](mailto:amanda.breaz@unt.edu)

## Course Description:

Stage production is a structured laboratory course for the Dance and Theatre majors. This course offers one credit hour to undergraduate students for participation in the production (non-performance) areas of dance and theatre. This course provides the opportunity to work in a variety of production areas under the supervision of faculty and staff. These areas include, but are not limited to: costumes, scenery, properties, lighting, sound, stage management, and front of house activities. Students will be assigned according to their ability, level of experience, departmental production needs, and with consideration for the students' desire for training in the specific areas

## Course Structure:

This course requires attendance and participation in the weekly class meetings and fifty (50) hours of successful participation in production areas, or the number of hours necessary for successful completion of a production assignment (designer, stage manager, run crew, etc...). Assignments will vary in levels of responsibility, leadership, and skill depending on the students' interest and qualifications. Students will participate actively and directly in the practical tasks and activities of theatre production. Students will be given the opportunity to request areas of interest in which to concentrate. Each student is encouraged to discuss possible assignments with the faculty supervisors.

## Course Procedure:

### First Class Meeting

At this meeting you will be given the opportunity to request preferences for areas in which to work. Your preferences will be considered, but the faculty supervisors based on their assessment of your experience, skills, and departmental needs will make final decision about assigned work. This first class meeting is mandatory. If you do not attend, you will be dropped from the course with a grade of "WF".

### Weekly Class Meeting

Throughout the semester, the weekly classes will cover an introduction to Lighting and Sound, Costume and Makeup, Scenic Construction Scenic Painting and Stage Management. Also special guest lectures as available.

### Assignment of specific work

Assignments will be posted during the second week of classes in the various shops (E-Shop, Scene Shop, Costume Shop, Box Office) in the RTFP Building. The main office does not have the assignments, so please refrain from asking there. Each assignment will indicate the number of hours required to complete the assignment(s) and the supervisor(s) for the assignment.

### Signing of Contracts

After assignments are posted, you must meet with the appropriate supervisor(s) to sign a contract. Your contract will delineate individual tasks, duties, and the number of hours required to fulfill course requirements. All contracts must be signed by 5:00pm Friday, September 4. Failure to sign a contract with all assigned supervisors before the deadline will result in a grade of 'F' unless you drop the course by the university deadline.

### Execution of Contracted Assignments

After all of your contracts are signed, it is your responsibility to fulfill the contracts obligations. It is up to you to fill out time sheets, making sure a supervisor initials each entry.

### Incompletes

Incompletes will only be given in extreme cases. The last day to drop a course with instructor consent is September 8. You may not ask for an incomplete until November 2. Please see university policy for incompletes. The final withdrawal from school date or instructor drop for non-attendance with a WF is September 11.

## Grading:

Grading will be based on the work and participation in the weekly class meetings (attendance), and your supervisor(s) will determine your grade for the contracted assignments. Each supervisor will establish a grading scale for their area based on the following criteria:

- The quality and level of skill demonstrated in the work
- The number of hours completed
- The timeliness and completeness of assigned work
- Your attitude toward the work and demonstrated initiative for learning
- A self-evaluation of your work

Your final grade will be based on the assigned projects in the weekly class meetings and the quality of your work and the number of hours completed in your assigned area. If you are assigned in more than one area, the grade you receive from each area will be averaged to determine final grade.

## Calendar:

8-28	Introductory Class & Sign Ups
9-4	Scenic Shop Basics (Contracts/ Sign Ups Complete)
9-11	Scenic Shop Basics
9-18	Scenic Shop Basics
9-25	Costume Shop Basics *
10-2	Costume Shop Basics *
10-9	Scenic Painting Basics
10-16	Makeup Shop Basics *
10-23	Lighting Basics
10-30	Property Shop Basics
11-6	Lighting Basics
11-13	Sound Basics
11-20	The Design Process
11-27	THANKSGIVING
12-4	READING DAY
12-5	SATURDAY FINAL 10:30-12:30

-Unless noted on the Blackboard site please arrive for class at the respective shop listed.

\*Certain topics will require a rotation where you will meet in smaller groups on the day listed. You will work in on your respective crew assignment on that day when not in lecture. Rotation groups will be listed on Blackboard.

-Exact topics are subject to change and changes will be posted on the Blackboard site.

## Attendance:

We will meet each Friday to cover a variety of topics crucial to your development as a theatre artist (no matter what your emphasis). You are allowed one excused absence for the Friday class and after that your grade will begin to drop one letter grade for each missed Friday class. Exceptions will be made for religious holidays- please speak with Donna prior to the occasion.

Check with your area supervisor for their attendance policies for your lab hours.

**Attire:** Please come ready to work for each lab hour as well as Friday class. We will be climbing ladders, working with tools etc-

No skirts or kilts / no open toe or open heel shoes/ hair needs to be pulled back / only wear clothes you don't mind getting messy.

## **UNT Dance & Theatre Department**

**Policies:** Instructors can drop students on the first day of class for being absent without prior arrangement.

Dance/Theatre students are expected to budget and organize their time and efforts in order to meet both their academic and production commitments satisfactorily and on time. The faculty and staff recognize that the academic and production assignment within the Department as well as outside employment and other obligations sometimes impose conflicting pressures on Dance/Theatre students. One of the principal responsibilities of each student is to carefully identify and monitor the commitments that compromise of their departmental assignments and outside obligations. It is also important to keep in mind that production work and outside obligations do not constitute an excused absence from any class or from the completion of any required class assignment.

### **UNT Policies: Academic Integrity**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### **Acceptable Student Behavior**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic

classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu>.

### **Access to Information - Eagle Connect**

Your access point for business and academic services at UNT occurs at <http://www.my.unt.edu>. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: <http://eagleconnect.unt.edu/>

### **Course Safety Statement**

Students in the are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Student Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Student Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

### **ADA Statement**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu>. You may also contact them by phone at (940) 565-4323.

## **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <http://www.my.unt.edu>. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: <http://essc.unt.edu/registrar/ferpa.html>

### **Student Evaluation of Teaching (SETE)**

Student feedback is important and an essential part of participation in this course. The Student Evaluation of Teaching (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

### **Succeed at UNT**

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go <http://success.unt.edu/>.

Notes: