

STAGE PRODUCTION 1
THEA/DANC 2095.001/301
FRIDAYS Noon – 12:50pm

CLASS INFO

Instructor: Laura Berrios

Office Hours: Wednesdays 1-4pm and by appointment

laura.berrios@unt.edu

215 RTFP

Communication Expectations: Please use the office hours or feel free to email to set up an individual meeting with me or your crew faculty.

COURSE DESCRIPTION

Stage Production I is a structured laboratory course for Dance & Theatre majors. This course offers ONE credit hour to undergraduate students for participation in the production (non-performance) areas of dance & theatre. This course provided 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 **30 hours** of successful participation in assigned production areas.

FIRST CLASS: You will be given the opportunity to request areas that you are interested in participating. Your preferences will be considered, but the faculty supervisors will base their decision on the assessment of your experience, skills and department needs as well. If you do not attend the first class, you will be dropped.

SHOP ASSIGNMENTS: Will be posted to Canvas by Monday, **8/25/25**.

WEEKLY CLASS MEETINGS: The Friday classes will cover all the areas of production to ensure your basic knowledge of Lighting, Sound, Construction, Scenic/ Properties, Makeup, and Costume safety and procedures. Attendance will be taken.

CONTRACTS: You will need to visit the various shop's Modules to which you have been assigned. Contracts must be signed, and schedules made by **Friday, 8/29/25 at 6 pm or you will be dropped from the class**. Slots will fill fast, so get there sooner than later to get the first pick.

YOUR ASSIGNMENT: It is your responsibility to fulfill your contract and fill in any timesheets making sure a supervisor initials your entries.

COURSE 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 Lab hours assigned. Each supervisor will provide a grading scale for their area based on the following criteria:

- Quality and level of skill demonstrated in the work
- Number of hours completed
- Your attitude and initiative

GRADING BREAKDOWN

80%= Lab Hours

20%=Lecture Attendance

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

Each Friday class missed will result in a 5% reduction in your grade. After 4 absences for Friday class, you will be asked to drop and re-take the class

Supervisors

Adam Chamberlin – Lighting, Sound

Lighting Design Assignments
Sound Console Operators
Electrician Crews

Sound Design Assignments
Lighting Console Operators

Electrics Shop
Sound Technicians

Matthew McKinney – Set Construction, Deck Run Crew

Sets Construction Crew Deck and Run Crew

Donna Marquet – Scenic Design & Paints and Props

Scenic Design Assignments
Properties

Scenic Designers

Scenic Painters

Laura Berrios- Stage management

Stage Managers

Assistant Stage Managers

Alex Header and Sarah Rosenkranz - Costume Design & Wardrobe

Costume Design Assignments
Make-Up Crew

Costume Shop Staff

Wardrobe Crew

Alyssa Knapschaefer - Box Office Manager

Box Office Staff
Usher

Publicity and Marketing

House Management

UNIVERSITY POLICIES

Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. You must communicate with the professor and the instructional team prior to being absent so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ODA Policy

UNT 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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs.

Students 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 ODA website (<https://disability.unt.edu/>).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Course Safety Procedures (for Laboratory Courses)

Students enrolled in 2095 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. 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 UNT 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.

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 students choose not to go to the UNT Student Health and Wellness Center, they

may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students 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). In the event of a university closure, please refer to Canvas 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 for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

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.

Visit UNT's Code of Student Conduct (<https://deanofstudents.unt.edu/conduct>) to learn more.

PRODUCITON DATES

If assigned a crew assignment you must make yourself available to work on the production during these dates. Specific call times will be given out later by the crew chief for the department.

These Calendars are SUBJECT to CHANGE.

These crew calls may include additional times not seen here

Any Questions about the days can be put forward to Laura Berrios.

AND THEN THERE WERE NONE

Saturday September 27th Noon to 10pm Tech, Wardrobe Orientation

Sunday September 28th Noon to 10pm Tech

Monday September 29th thru Friday October 3rd 6-10pm

Saturday October 4th 2 show day

Sunday October 5th Matinee Show followed by Strike

SIDEWAYS STORIES of WAYSIDE SCHOOL

Saturday October 24th Noon to 10pm Tech, Wardrobe Orientation

Sunday October 25th Noon to 10pm Tech

Monday October 26th thru Friday October 31st 6-10pmish

Saturday November 1st 2 show day

Sunday November 2nd Matinee Show followed by Strike

NCC Dance Concert

Saturday November 15th 9:00am –5pm

Sunday November 16th 9:00am – 5pm

Monday November 17th thru Friday November 21st 6-10pm

Saturday November 22nd 2 Show Day followed by Strike