

# Dance/Theatre 3095/4095 – Spring 2025

## Stage Production II/III Syllabus

### **Professor Contact Info**

Instructor: Laura Berrios

Office Hours: Wednesdays 1-4pm and by appointment

[laura.berrios@unt.edu](mailto: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.

### **Description**

This course meets as a group only once on its first scheduled class day. After the initial meeting, it is up to you to sign a contract and develop your schedule/ work assignments with your supervisors.

Stage production II and III 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.

### **Objectives**

- To introduce the student to the principles and practices of theatre production
- To expose the student to the various areas of production; developing skills and an appreciation for these activities in the disciplines of dance and theatre
- To prepare the student for a broad range of employment opportunities by exposure to a variety of production-related jobs in dance and theatre

### **Course Structure**

This course requires forty (40) 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...). Each student is encouraged to discuss possible assignments with the faculty supervisors. As students move through the courses, their skills and ability to handle responsibility is expected to increase.

Course Procedure:

#### **1. General Meeting**

This class will meet once as a group on its first scheduled day and time. 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 "W".**

#### **2. Assignment of specific work**

Assignments will be posted by Monday the 25th in Canvas. 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.

### 3. Signing of Contracts

After assignments are posted, you must meet with the appropriate supervisor(s) to sign a contract. Look to the area module on Canvas to see how each of your supervisors are completing contracts. 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, August 29th, 2025.** 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.

### 4. 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.

### 5. Drops and Incompletes

Incompletes will only be given in extreme cases. Please see university policy for incompletes.

## **Grading**

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 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.

## **Supervisors**

### **Adam Chamberlin – Lighting, Sound**

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

### **Matthew McKinney – Set Construction, Deck Run Crew**

|                        |                   |
|------------------------|-------------------|
| Sets Construction Crew | Deck and Run Crew |
|------------------------|-------------------|

### **Donna Marquet – Scenic Design & Paints and Props**

|                           |                  |                 |
|---------------------------|------------------|-----------------|
| Scenic Design Assignments | Scenic Designers | Scenic Painters |
| Properties                |                  |                 |

### **Laura Berrios- Stage management**

|                |                          |
|----------------|--------------------------|
| Stage Managers | Assistant Stage Managers |
|----------------|--------------------------|

### **Alex Header and Sarah Rosenkranz - Costume Design & Wardrobe**

|                            |                    |               |
|----------------------------|--------------------|---------------|
| Costume Design Assignments | Costume Shop Staff | Wardrobe Crew |
| Make-Up Crew               |                    |               |

### **Alyssa Knapschaefer - Box Office Manager**

|                  |                         |                  |
|------------------|-------------------------|------------------|
| Box Office Staff | Publicity and Marketing | House Management |
| Usher            |                         |                  |

# UNIVERSITY POLICIES

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## 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 27<sup>th</sup> Noon to 10pm Tech, Wardrobe Orientation

Sunday September 28<sup>th</sup> Noon to 10pm Tech

Monday September 29<sup>th</sup> thru Friday October 3<sup>rd</sup> 6-10pm

Saturday October 4<sup>th</sup> 2 show day

Sunday October 5<sup>th</sup> Matinee Show followed by Strike

### **SIDEWAYS STORIES of WAYSIDE SCHOOL**

Saturday October 24<sup>th</sup> Noon to 10pm Tech, Wardrobe Orientation

Sunday October 25<sup>th</sup> Noon to 10pm Tech

Monday October 26<sup>th</sup> thru Friday October 31<sup>st</sup> 6-10pmish

Saturday November 1<sup>st</sup> 2 show day

Sunday November 2<sup>nd</sup> Matinee Show followed by Strike

### **NCC Dance Concert**

Saturday November 15<sup>th</sup> 9:00am –5pm

Sunday November 16<sup>th</sup> 9:00am – 5pm

Monday November 17<sup>th</sup> thru Friday November 21<sup>st</sup> 6-10pm

Saturday November 22<sup>nd</sup> 2 Show Day followed by Strike