Theatre 3095/4095
Stage Production II/III Syllabus

CLASS INFO

Instructor: Laura Berrios laura.berrios@unt.edu
Office Hours: Wednesdays 1-4pm or by appointment 215 RTFP

Please use the office hours or feel free to email to set up an individual meeting with me.

Description

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.

This course never meets as a group. It is up to you to sign a contract and develop your schedule/ work assignments with your supervisors.

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' asynchronously for the 1st class via the module labeled "1st Class". You are in charge of taking the quiz by Thursday at 11:59pm.

   This class does not meet at a scheduled time. You will meet to fulfill your assignments at the appointed time or during shop hours.

2. **Assignment of specific work**
   Assignments will be posted by Monday August 24th 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. For those assigned crew, you will meet with the head of your area by the end of the week. 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 28th. 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	Electrics Shop	Lighting Console Operators	
Sound Design Assignments	Sound Technicians	Sound Console Operators	
Electrician Crews			

Matthew McKinney and Rose Tharp – 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

Attendance

Students are expected to attend their signed up lab or crew times. 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 lab or crew meetings because you are ill.

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 anytime, 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 3095/4095 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.

CREW PRODUCTION 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.

These Calendars are SUBJECT to CHANGE.

These crew calls may include additional/altered call times not seen here- your crew heads will give you more info.

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

Les Liaisons Dangereuses
Saturday September 26th Noon to 10pm Tech/ Wardrobe Orientation
Sunday September 27th Noon to 10pm Tech
Monday September 28th thru Friday October 2nd 6-10pmish
Saturday October 3rd- 2 show day; 12:30pm Call for a 2pm show and 6pm call for 7:30pm show
Sunday October 4th- Matinee Show, 12:30pm Call for a 2pm show followed by Strike

Dracula
Saturday October 24th Noon to 10pm Tech/ Wardrobe Orientation
Sunday October 25th Noon to 10pm Tech
Monday October 26th thru Friday 30th 6-10pm
Saturday October 31st a 2-show day; 12:30pm Call for a 2pm show and 6pm call for 7:30pm show
Sunday November 1st Matinee Show, 12:30pm Call for a 2pm show followed by Strike

Fall Dance Concert
Friday November 6th Wardrobe Orientation
Saturday November 7th 9:00am –5pm
Sunday November 8th 9:00am – 5pm
Monday November 9th thru Thursday 14th 6-10pm
Friday November 13th 2-show Day 8:30am Call for 10am show and 6pm call for 7:30pm show
Saturday November 14th 6pm call for 7:30pm show
Sunday November 15th Matinee show, 12:30pm Call for a 2pm show followed by Strike

Box Office Dates

Les Liaisons Dangereuses
September 29th – Orientation
September 29th – October 4th

Dracula
October 28th- Orientation
October 28th- November 1st

Fall Dance Concert
November 11th Orientation
November 11th – November 15th