Dance/Theatre 3095/4095 – Spring 2025
Stage Production II/III Syllabus

Professor Contact Info

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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.

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.

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...). 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, but each student is expected to work in a variety of areas as they complete the series of courses 3095-4095. 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. Some assignments will be face to face and remote assignments are also available.

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 20th 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, January 24th, 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

Derick Longoria - 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		

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.

SDC Dance Concert	January 21st thru February 2nd
Machinal	February 22nd thru March 2nd
Cabaret	April 5th thru April 13th

UNT Policies

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA 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.

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. 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 Canvas online system, including grading information and comments, is also stored in a safe electronic environment 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. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox.

Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records

- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)