Course Description
Assigned duties in theatre practicum related to department productions. May be repeated for a maximum of four semester hours of credit.

Course Requirements
This course is based on the premise that theatre skills and techniques are best learned in a hands-on, interactive environment. As such, you will meet in different locations based on your assignment. You are responsible for checking your assignment’s dates, times, and expectations. Additionally, you must regularly check D2L and your email to ensure you are properly receiving information and meeting your deadlines. Virtually all communication between us will occur over D2L and/or email. Students having difficulty with their MySFA account need to call 468-1212 for assistance. Students having difficulty with D2L need to call 468-1919 for assistance.

If you are a first semester student in the School of Theatre, you are required to attend an introductory meeting with me before January 22. Times will be posted on the Pro Lab call board. Failure to attend will result in a letter grade reduction in your final grade.

For a good grade you will:
1. Satisfy all requirements of given assignment as determined by your supervisor.
2. Fulfill all hours as assigned for shop assignments (scene, costume, lighting/sound). Most positions require approximately 30 hours of work over the semester. Hours are scheduled with shop foreman and MUST be adhered to in promptness and attendance.
3. Fulfill all hours as assigned for show assignments. The hours vary and are under the direction of the Faculty/Staff responsible for each production area and/or the Stage Manager of the particular show, but will total approximately 30-40 hours.
4. Take note of scheduled hours as posted on the call boards for the show if assigned
5. Attend all calls for given assignment.

Contact Information
Students may ask questions by email or telephone. Appointments can be made outside of office hours pending availability. It is preferred that email (including D2L email) be used for questions outside class time. Do not expect that I will answer instantaneously, but know that all emails and phone messages will be answered within 24 business hours. In accordance with FERPA policies, I will only use your SFA email to contact you. Please note: I will not communicate with students over social media about class or assignment concerns. I will not discuss grades over email, even over D2L. To discuss any concerns, you must make an appointment with me.

A Note on Grading...
Production Laboratory experiences are only valuable if you are present to take advantage. Your grade is based primarily on attendance, enthusiasm, and improvement. Your entry skills matter far less than your punctuality and willingness to learn. If you do not show up, are chronically tardy, or distracted during your time in Production Laboratory, expect for your grade to be lowered. Your supervisor will recommend a laboratory grade based on your performance (largely attendance and attitude based), which will be combined with the grades assigned for your on-time completion of all Pro Lab assignments as listed in this syllabus and on the class D2L page. Please see the Graded Assignments section below for more information about the point totals for each assignment.

According to School of Theatre Policy
Students who do not successfully complete their Production Lab in any given semester are ineligible to participate in the production program the succeeding semester or enroll in Theatre classes other than Production Lab.

Text
No text is required
Required Supplies
Some purchases may be required to ensure easier working conditions, please ask your supervisor

Student Learning Outcomes
1) Students will gain hands-on experience in an entry level performance-related assignment.
   (PLO: A4, A5, A6, E4, E6, F3, F4, F6)
2) Students will demonstrate professional execution of duties including promptness, dress code, safety observation, and professional attitude.
   (PLO: A5, E6, F4, F6)
3) Students will demonstrate capability to operate specialized theatrical equipment used in pre-production or performances.
   (PLO: A5, E6, F4, F6)

Program Learning Outcomes
Bachelor of Arts
A4: The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
A5: The student will demonstrate intermediate to advanced competence in one or more theatre specialization(s).
A6: The student will demonstrate collaborative and/or leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.

Bachelor of Arts, Teaching Certification
E4: The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
E6: The student will demonstrate collaborative and/or leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.

Bachelor of Fine Arts
F3: The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
F4: The student will be able to complete and document a major project as a stage manager, as a designer or technician, or as an actor or director, demonstrating advanced competence in the student’s specialization.

Academic Integrity Policy
Academic dishonesty includes both cheating and plagiarism and will not be tolerated in this class.

Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class
- falsification or invention of any information, including citations, on an assignment
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were your own.

Examples of plagiarism include, but are not limited to:
- submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another
- submitting a work that has been purchased or otherwise obtained from the Internet or another source
- incorporating the words or ideas of an author into one's paper or presentation without giving due credit

If found to be in violation of this university policy, the student may receive punishments ranging from failing grades to dismissal from the University.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
Course Calendar
Week 1: Orientation on course expectations and assignment options
Week 2: Assignments are posted, schedules and contact persons are identified
Week 3: All assignments begin execution.
Week 4-15: Assignments carried out according to production schedule. Specific information regarding assignments are posted on call boards and/or on D2L. Attendance/performance reports are submitted to professor as each assignment is completed.

Assignments
1) Welcome to Prolab Assignment (25 points)
   -Due by January 22 at 11:59pm
2) Prolab Questionnaire (25 points)
   -Due by January 22 at 11:59pm
3) Confirmation of Assignment (50 points)
   -Due by January 29 at 11:59pm
4) Assignment Completion Form (100 points)
   See due dates below
5) Laboratory Grade (800 points)
TOTAL: 1000 points

Students are graded by the Faculty and Staff based on professionalism and satisfaction of job performance. This includes attitude, attendance, promptness, proper dress code awareness, preparedness for duties, and satisfaction of hours completed.

Grading Policies
The following grading standards will be applied:

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<th>Excellent work</th>
<th>1000-900</th>
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<th>Below Average</th>
<th>690-600</th>
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<tr>
<td>A</td>
<td>Above Average</td>
<td>890-800</td>
<td>F</td>
<td>Unsatisfactory</td>
<td>590 and below</td>
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<td>C</td>
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Withheld Grade Policy
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes and “F”. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Accommodation Statement
If you are a student with a disability who will require accommodation(s) to participate in this class, please contact me as soon as possible. You will be asked to provide documentation from the Office of Disability Services. To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS) in the Human Services Building, Room 325 (ph: 468.3004, TDD: 468.1004) as soon as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to make the request in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

PLEASE NOTE:
A large portion of the communication of your assignments and duties will be given through the callboards in the School of Theatre hallway, on D2L, and/or via telephone/text. It is YOUR responsibility to stay in connection with the professor and/or your assigned contact person to make sure that your participation is charted.

COMPUTER ISSUES?
D2L 468-1919 http://www.sfasu.edu/sfaoonline/
MySFA 468-1212
Assignments

1) Welcome to Prolab Assignment (25 points)
This assignment has you access the course from D2L and locate the methods of communication set up for you and your supervisors. Log onto https://d2l.sfasu.edu. Use your assigned student user name and password to access this account. Call 468-1919 if you have any difficulties. Or refer to these tutorials: http://www.sfaonline.info/#/d2ltutorials/c14y8
Locate THR 350 in your list of courses and click on it. Click on “Assignments” and find the checklist titled “Welcome to Prolab”. Click on it and follow the instructions.
MUST BE COMPLETED BY 11:59 PM FRIDAY, JANUARY 22!!

2) Prolab Questionnaire (25 points)
This assignment helps us to identify your skills, interests, and conflicts in order to assign you to the most appropriate area. If you have ANY conflicts that will occur within this semester, they MUST be noted in this assignment. Unplanned situations such as illnesses and funerals will need to be documented if and when they occur but classes, birthday parties, weddings, concerts, trips, vacations extending beyond the University days off etc…MUST be noted on this form or they will not be accepted as valid excuses from work.
This questionnaire is on D2L under “Assignments.” Access as instructed above. Click on Assignments and select the assignment titled “Prolab Questionnaire.”
MUST BE COMPLETED BY 11:59 PM FRIDAY, JANUARY 22!!

3) Confirmation of Assignment (25 points)
Assignments will be made immediately following the completion of casting. If you are not auditioning and want to be assigned sooner or to the first productions of the semester, please notify Tara Houston. Assignments will be officially posted in the faculty hallway on the Tech Board. However, they will also be posted on the D2L page for this course. You MUST submit your confirmation to your prolab assignment via D2L. Access D2L as instructed above.
Locate THR 350 in your list of courses and click on it. Click on “Discussions” and find the discussion titled “Confirmation of Assignment”. Click on it and follow the instructions. You will click on “Compose” to enter your response to this topic as requested. When you have entered the statement requested, click on “Post” to submit your response.
MUST BE COMPLETED BY 11:59 PM FRIDAY, JANUARY 29!!

4) Assignment Completion Form (100 pts)
Upon completion of your assignment, you must submit a signed copy of the Assignment Completion Form that can be found in D2L under “Content”. The due dates for these forms are listed below and vary depending on your assignment. The form will need to be downloaded and printed, filled out by you and signed by your assignment supervisor. Supervisors vary by assignment. Below you will see a list of common assignments and their supervisors. The form completed and signed must be turned in by the due date to Tara A Houston (GFA 224). See the list below for each due date.

Due Dates for Assignment Completion Forms

Scene Shop: As soon as hours are completed, no later than 5:00p Friday, May 6
Costume Shop: As soon as hours are completed or no later than 5:00p Friday, May 6
Paint Shop: As soon as hours are completed or no later than 5:00p Friday, May 6
Prop Shop: As soon as hours are completed or no later than 5:00p Friday, May 6

Mainstage Show Positions:
Clybourne Park (CLY) 5:00p Friday, March 4
The Bartered Bride (TBB) 5:00p
Festival of New American Plays (FES) 5:00p Wednesday, May 6

Downstage Show Positions:
Lovely Head (LHE): 5:00p Friday, October 2
A Dollar (DOL): 5:00p Friday, October 23
The Lover (LOV) 5:00p, Friday, November 13
Any other assignment: Within one week of completion
Common Assignments and Supervisors

Clybourne Park Stage Manager: Taylor Dobbs
Festival of New American Plays Production Manager: Stephen Davis
Costume Shop: Barbara Blackwell
Scene Shop, Load-in Crew: Mark Porter
Master Electrician, Sound Engineer: CC Conn
Charge Artist, Props Master: Tara A Houston
Wardrobe Master, Makeup: Angela Bacarisse
Downstage Crew: Stage Manager of Production
Mainstage Crew: Stage Manager of Production
Wardrobe crew: Wardrobe Master of Production
Light hang crew: Master Electrician of Production