



# Rehearsal and Production Spring 2024

THEA 1121 Rehearsal and Production 1

**Course Descriptions:** THEA 1121 Rehearsal and Production 1 : Basic laboratory experience associated with the semester's productions. Assigned tasks in performance and/or production.

**Class Time:** T 2:00-2:50 pm and additional times based on crew assignments

**Class Location:** B 120 & based on crew assignments

**Instructor:** Elizabeth Lewandowski

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**Office Location:** Fain Fine Arts, B204

**Office Hours:** Skype/zoom meetings are available at [elizabethlewandowski@youcanbook.me](mailto:elizabethlewandowski@youcanbook.me) or you can just drop by! I am generally on campus most of the day and, if not already with someone, will be happy to stop what I am doing and talk. Office hours: TR 9:30-11:00 am, W 8:00-10:00 am.

## Disclaimer

The information provided within this syllabus may be subject to change. Always assume that the syllabus is correct unless the instructor has made a formal amendment. In the event that the university moves to fully online teaching, a revised syllabus will be posted to D2L as soon as possible.

## Course Objectives

- Awareness of theatre periods, genres and styles (departmental goal). During the course of the student's time in THEA 1121, 2121, 3121 & 4121, the student will have the opportunity to work on productions from a wide variety of periods, genres and styles.
- Employability (departmental goal). The student will serve on production crews and may be cast in productions. These activities are an extension and application of material learned in classes, leading the student to develop the skills necessary to work in theatre.
- Theoretical/Conceptual Knowledge and Application (departmental goal). Students will demonstrate the ability to translate theoretical/conceptual knowledge of performance and design/tech areas creatively into public performance.

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- Professionalism (departmental goal). Students will demonstrate a developed, integrated sense of professionalism, citizenship, ethics, artistic integrity, aesthetic sensibility, cultural awareness, and wellness.
- Safety Knowledge and Practice (departmental goal). Students will demonstrate safety knowledge and practices while working on and performing public performances.

### Requirements

The evaluation form that will be used to assess students' performance in the courses is available in D2L. A schedule of the production season and theatre events will also be provided in the same place (as soon as available). The student's responsibilities are as follows:

- Read the departmental handbook. There is no textbook for the class. A copy of the departmental handbook will be available on D2L. Students are expected to read and understand the handbook. Weekly quizzes will be based on this material.
- Attend the Majors/Minors Meetings.
- Complete the "Cast and Crew Questionnaire," "After Hours" document and "Smoking" document. **Should the student decide not to sign the document, an unsigned copy with the student's name should be filed to acknowledge that the student has chosen to not sign the document.**
- Check the department's Facebook page, D2L or physical callboard for the crew list, which should be posted no later than the Monday following the first Majors/Minors Meeting of the semester.
- When the crew list is posted, complete an R&P Contract for your production responsibilities for all departmental productions. This semester this will happen at the Majors/Minors meeting the second week of classes.
- Contact your crew head and watch for crew work calls.
- Complete 4 hours per week for each production (more details on this below).
- Crew heads **must** post the relevant production calendar and additional work calls.
- All theatre majors who are not in the cast or on running crew for a production are required to usher at least two nights during the run of the production.
- Take and **pass with 100% all** the Theatre Department Handbook quizzes. Quizzes will be taken in class and posted on D2L. These quizzes will consist of 10 questions chosen from a question pool, meaning that the questions will vary with each attempt. Students will have an unlimited number of attempts at each quiz but the quiz will be recorded as a 0 in the gradebook if the student does not score 100% on the final attempt. Quizzes will open at the beginning of class and close 48 hours later.
- If you are assigned to a running crew, you must attend a full run-through (Crew View) of the play before the first technical rehearsal (scenery, lighting, props) or before the first dress rehearsal (costumes, makeup).
- Participation at strikes for mainstage productions is mandatory. Work obligations are **not** an excuse. Your grade for that production will be lowered one grade level for

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failure to participate in strike. Strike is held the first two class days following the final performance of a production.

- Crew heads and crew members **must** complete and turn in evaluations of their crews on D2L by the time indicated on the class schedule.
- Everyone cast in MSU Theatre productions must purchase acceptable rehearsal shoes. What is “appropriate” will be determined by the director, choreographer and costume designer in consultation.
- Individuals assigned to scenery, lighting or properties must provide their own work goggles and canvas or leather work gloves.
- Any questions or requests, such as requests for revisions of the crew lists, must be directed to the Professor of Record before the close of the next class day.
- All theatre majors are required to post three posters for each production. The Box Office/Publicity students will create a list of locations and assign each student the three locations. After hanging the poster, students should take a picture of the poster (showing the location) and email it to the professor of record.
- **First semester theatre majors are required to attend a jury in December. All theatre majors and minors are required to have a jury at the end of Spring semester.**

### **Crew Assignments & Class Meetings**

All students are expected to complete a crew assignment for each production during the semester. The faculty may, upon deliberation, choose to allow acting in a principal role to serve as the crew assignment for that production. Regardless of casting, this action will only be given once a semester per student.

All students are expected to attend class each week. If a student’s class schedule requires that they attend on a different day than the scheduled meeting for the class, the professor of record must be notified by the first meeting of the class. As different material is taught on to different groups, unless approved by the professor of record, students must attend on their assigned day. Student assistants may not be signed in (on the time clock) during the weekly class meeting.

As listed above in “Requirements”, students are required to put in three hours a week on their assigned production crew (outside of the class meeting.)

Assessing the student’s crew hours will be based on number of hours put in (as documented by attendance sheets and time sheets) and the supervisor’s assessment of the quality of the student’s work. Time for the regular class meeting is not included in that week’s requirements. For student assistants, these hours are in addition to student assistant (paid) hours.

Generally, if a student is assigned to a running crew i.e. board operator, wardrobe etc., the student will begin their hours late in the game, i.e. one or two weeks prior to opening night.

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Students on a running crew frequently end up putting in more hours than students on the weekly build crew. As such, these students will not be recording their hours.

Crew heads may find that, in the fulfilling of their responsibilities, they will need to put in more than three hours a week. For this reason, crew heads are generally upper classmen. If a student is assigned to a crew head position and believes that they will not be able to make this commitment, they should speak with the Professor of Record immediately upon the assignment of the responsibility so they can be reassigned.

### **Grading**

Withdrawals: It is the responsibility of the student to properly withdraw. The last day to withdraw for Fall 2023 is October 10 by 4:00 pm.

Point value/grade distribution: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F

Grading details – **Total of 1000 points** available

- First production crew assignment 250 pts
- Second production crew assignment 250 pts
- Submission of crew/crew head evaluation for first production 50 pts
- Submission of crew/crew head evaluation for second production 50 pts
- Participation in auditions as required 50 pts
- Attendance at Majors/Minors Meetings 100 pts
- Participation in weekly class meetings 100 pts
- Online quizzes 100 pts
- Homework for weekly class meetings/other duties as assigned 50 pts  
(includes ushering etc.)

### **Cell Phones and Other Recording Devices**

Cell phones must be silenced and put away completely out of sight and not looked at until the class is over. If at any point your cell phone is NOT put away and silenced, you will be asked to leave for the remainder of the day.

The use of cell phones, computers and other recording or electronic devices is strictly prohibited during rehearsal and production assignments and class. The instructor may direct, from time to time, the possible use of cell phones for legitimate class reasons. Recording the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

### **Computer Usage in Class**

Computer usage during the weekly meeting of the course is prohibited unless otherwise directed by the instructor of record.

### **Dress Code**

You must have appropriate clothing when attending rehearsals, shop, performance runs, etc.

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Inappropriate clothing etc. will be grounds for automatic grade reduction.

It is recommended that before ascending the Genie Lift, lighting catwalks, fly platform etc., the student empty their pockets of items like cell phones, keys etc. If when working at a height, the student drops a personal item, MSU Texas is not responsible for any damages.

### **Attendance**

You must attend all regular meetings of the class, Majors/Minors meetings and all required crew calls for your crew.

You are responsible for any information that you miss due to absenteeism. Excessive lateness may count as an absence and will be determined by the instructor.

Unavoidable absence – Jury duty, death in the family, etc. You must send notification by email to the faculty member supervising the crew/rehearsal explaining the situation **prior to missing the crew call/rehearsal**. Be sure to include your name and your situation. If you are ill, notify the professor before class begins and you will receive an excused absence. If you test positive for Covid-19 or another illness requiring being quarantined, please notify the professor immediately so that a conversation can be held regarding work due during that period.

### **ChatGPT and AI**

AI Writing tools are not permitted for any stage or phase of work in this class. If you use these tools, your actions would be considered academically dishonest and treated as plagiarism.

### **Mental and Physical Health**

We are living in a world with increasing stress which is challenging for everyone. Each of us responds differently to this stress and sometimes we need assistance in maneuvering life. As soon as you start to feel that you are not coping/dealing with life as well as you have in the past, the need to reach out for assistance or just someone outside your everyday life to speak with, please reach out to any of the theatre faculty. We are all concerned that we each be as mentally well as possible. We can listen, offer our assistance, but more importantly, we can help you get the professional assistance that you need. The Psychology Clinic and the Counseling Center are services that you have already paid for with your fees and so are no cost for you to use!

As theatricians, we are heavily reliant on our bodies for our artform. Whether we need the stamina to put in an eight hour day in a studio/shop or the strength to move/dance/sing/act in rehearsal and performance, we need our bodies to be the best they can be. Student fees have paid for and created the Wellness Center (<https://msutexas.edu/student-life/wellness-center/index.php>) with lots of free classes and many hours of access to a wide range of machines. There is no charge to use the Wellness Center.

Let's all do our best to be as healthy, mentally and physically, as we can!

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## **Infection/Illness Control**

Even the best and most careful of us get sick. In order not to infect others, the professor asks you to zoom in to class. If you need to zoom, you should contact the professor at least 30 minutes prior to the start of class. If you zoom in, you are required to meet the following requirements:

- Have a working video camera
- Have a stable internet connection
- Have a working microphone
- Have a quiet space in which to zoom
- Have the video camera and microphone on the entire class
- Have at least high visibility lighting (ring light is ideal)

To ensure our preparedness for any potential health concerns, there are several requirements. If the course is forced to an online modality, it is expected that the student will be able to make that transition with ease. A working video camera with sound and a stable internet connection, are vital. In addition, when in class via ZOOM, the student must be consistently visible in their ZOOM window. If the student cannot be seen, they will be counted absent. When setting up for a ZOOM class, the student's class environment must be free of distraction and external noise. This means, no driving or walking somewhere or doing laundry while in class. Also, ensure you are in an environment where you can participate audibly without significant background noise.

We are implementing the following plans for safe art creation/learning when cast, crew, staff, or faculty become sick or ill during the production process. We continue to monitor and follow guidelines and recommendations from the Center for Disease Control (CDC) and Texas Department of Health (TDH) for all illnesses that may occur.

If any cast, crew, staff, or faculty are showing the following signs of illness, they should not be involved in any processes in the theatre spaces:

- vomiting and/or diarrhea, either active or within the last 12 hours
- fever over 100.4 degrees
- a cough that disrupts normal activity (breathing, speaking, singing)
- pinkeye, or any yellow/green discharge from eyes

If participants are required to stay home because of the above symptoms, they are welcome to return to rehearsals after the following has occurred:

- Vomiting, etc.: 12 hours after the last occurrence of illness
- Fever: 24 hours after the last instance
- Pinkeye: participant is no longer symptomatic
- Cough: normal activity can be maintained comfortably for the participant

If cast, crew, staff or faculty test positive for Covid-19 (regardless of symptoms and vaccination status), they are not to come to rehearsal, meetings, classes or performance. CDC requires all

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positive testing individuals to isolate themselves at home for 5 days after their positive test (if they test positive on a Monday, first day back would be on Saturday, etc.)

- On day six, participants are able to return if they have been fever-free for 24 hours.
- CDC recommends individual masks for 5 days (Days 6-10 after positive test); we suggest but not cannot enforce this guideline in accordance with Texas law.

At this time, we will not be enforcing quarantine/isolation from cast, crew, staff or faculty that have been exposed to Covid 19.

Please keep in mind that sickness tends to sweep through our department extremely fast. Do not try to muscle through when you are feeling ill, let us know and we will make accommodations for you. You are also always welcome to wear a mask at rehearsals if that would make you feel more comfortable.

### **Conduct Statements**

Behavior that interferes with either the instructor's ability to conduct the class/crew call/rehearsal or the ability of other students to benefit from the instruction or the safety of others working around the student will result in the instructor/faculty supervisor removing the disruptive student(s).

### **Academic Dishonesty Statement**

Plagiarism is (1) the use of source material of other persons (either published or unpublished, including the Internet) without following the accepted techniques of giving credit or (2) the submission for credit of work not the individual to whom credit is given. The use of any AI in creation of an assignment IS plagiarism. If a student in the class is caught plagiarizing, appropriate disciplinary action will be taken. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Plagiarism is lying, cheating, and stealing.

### **Student Privacy Statement**

In accordance with Federal Privacy Laws a student's personal information is protected. As an instructor it is unlawful for me to share your personal information (including grades) with anyone unless I have written consent. This means I will not be able to discuss your grades with parents. If you have questions about your grades or have forgotten the grading policy for the course please contact the instructor during office hours.

### **Disability Support Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 940-397-4140.

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**Campus Carry**

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. In the B Wing of the Fain Fine Arts Center, the scene shop is excluded from concealed carry.

Please note that the Scene Shop is excluded from concealed carry due to the presence of explosive chemicals. Anyone on properties crew, lighting crew, sound crew, scenery crew or paint crew will need to enter the Scene shop so should remember that concealed carry is not allowed in that space.

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