



Rehearsal and Production Fall 2025

THEA 3121 Advanced Rehearsal and Production 1

Course Descriptions: THEA 3121 Advanced Rehearsal and Production 1: Advanced laboratory experience associated with the semester's productions. Assigned tasks in performance and/or production.

Class Time: M 12:00-12:50 pm and times based on crew assignments

Class Location: B 120 & based on crew assignments

Instructor: Elizabeth Lewandowski

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Cell Phone: 940-901-0479

Email: Elizabeth.lewandowski@msutexas.edu

Office Location: Fain Fine Arts, B204

Office Hours: Office hours are M & W 10-11 am and T & R 9:30-11:00 am. 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. Other times by appointment.

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.
- Professionalism (departmental goal). Students will demonstrate a developed, integrated

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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 is 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 will take place at the second Majors/Minors Meeting when crew heads will meet with their crews. Watch on the callboard for crew work calls.
- Complete 3 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. Failure to do so will result in a lowering of the production assignment for that production.
- Take and **pass with 100% all** the Theatre Department Handbook quizzes. Quizzes will be posted on D2L. These quizzes will consist of 10 questions chosen from a question pool, meaning that the questions will vary with each attempt. Each quiz will be available beginning noon Thursday of the week and will close at noon on Saturday of the same week. Each quiz will have a maximum time limit of 10 minutes. 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.
- 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 failure
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to participate in strike. Strike is held the Monday evening 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. As part of being a theatre professional, it is critical to ensure that one has adequate basic rehearsal/safety items such as work gloves, character shoes, etc. Individuals assigned to scenery, lighting or properties must provide their own work goggles and canvas or leather work gloves. Directors, in conjunction with the Costume Designer, will notify the cast members what items will be needed for productions. To ensure that everyone is appropriately equipped, a date has been set (see class schedule) for the items to be brought to class. Points have been assigned to this requirement. Failure to have those items at that time or any time they are required in class may result in the lowering of one’s grade.
- 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 responsible for posting two posters at the appropriate assigned location within 24 hours of receiving the posters. The poster availability will be posted on FB, D2L and the callboard. Posters will be picked up from 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

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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. 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 (10 points each) | 100 pts |
| • Homework for weekly class meetings/other duties as assigned | 50 pts |
| (includes ushering, provision of appropriate crew/rehearsal items, 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/shop/studio 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

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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. 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 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.

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.

If you are sick, you have access to medical care online. A Postmaster will give the instructions for accessing the website and booking an appointment.

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

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.

AI used without the permission of the instructor will be treated as plagiarism.

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.

Gender discrimination

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior,

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or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick

Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at
https://cm.maxient.com/reportingform.php?MSUTexas&layout_id=6

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit <https://msutexas.edu/titleix/>

Pregnant and Parenting Students

To support the academic success of pregnant and parenting students and students with pregnancy related conditions, the University offers reasonable modifications based on the student's particular needs. Any student who is pregnant or parenting a child up to age 18 or has conditions related to pregnancy, may contact MSU's designated Pregnancy and Parenting Liaison to discuss support available through the University. The Liaison can be reached by emailing ruby.garrett@msutexas.edu or calling 940-397-4500. Should a student communicate with me that they are pregnant or have a pregnancy related condition or may need additional resources related to pregnancy or parenting, I will communicate that student's information to the Title IX Coordinator, who will work with the student and others, as needed, to ensure equal access to the University's education program or activity.

A pregnant student, a parenting student, or a student with pregnancy related conditions may be provided with supportive measures, based on the student's individualized needs, analogous to those provided to a student with a temporary medical condition, and provided such supportive measures do not fundamentally alter the nature of an education program or activity. Such supportive measures may include, but are not limited to:

For pregnant students:

(1) Providing breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;

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- (2) Excusing intermittent absences to attend medical appointments;
- (3) Providing access to online or homebound education, including the providing of access to instructional materials and video recordings of lectures (to the extent such materials, recordings are made available to any student with an excused absence);
- (4) Facilitating changes in schedule or course sequence, including extensions of time for coursework and rescheduling of tests and examinations and/or providing opportunity to make up missed assignments/assessments (such time extensions shall be applied in the same manner as the University grants and provides ADA/504 accommodations for additional time);
- (5) Allowing a student to sit or stand, or carry or keep water nearby;
- (6) Offering counseling;
- (7) Facilitating changes in physical space or supplies (for example, access to a larger desk or a footrest);
- (8) Allowing the student to maintain a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals or unborn children;
- (9) Providing elevator access;
- (10) Facilitating a voluntary leave of absence from the University if the student is in good academic standing at the time the student takes a leave of absence, and facilitating a return to the student's degree or certificate program without being required to reapply for admission if the student remains in good academic standing; or
- (11) Making other necessary changes to policies, practices, or procedures.

For Parenting Students:

- (1) Facilitating priority registration to the extent the University provides early registration for any other group of students; or
- (2) Facilitating a voluntary leave of absence from the University if the student is in good academic standing at the time the student takes a leave of absence, and facilitating a return to the student's degree or certificate program without being required to reapply for admission.

Campus Carry

Senate Bill 11 passed by the 84th 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. For more information regarding campus carry, please refer to the University's webpage at <http://mwsu.edu/campus-carry/rules-policies>. 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.

Inclement Weather

If the university closes due to inclement weather, the following will occur.

The once a week class meeting will happen with zoom. The professor will use D2L email to send the link to the class at least one hour before the meeting time.

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Crew calls and rehearsals will not take place when the university is closed.

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