



# Rehearsal and Production Fall 2020

THEA 4121 Rehearsal and Production II

**Course Descriptions:** THEA 4121 Advanced Rehearsal and Production II: Advanced laboratory experience associated with the semester's productions. Assigned tasks in performance and/or production.

**Class Time:** based on crew assignments

**Class Location:** 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). Office hours are Monday & Friday 1:30 pm-4:00 pm and Tuesday & Thursday 9:00 am-noon.

## 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.

## Covid 19 Related

Live performance is shifting during this time, and as a department we are finding new methods to allow our students to create live art through different types of productions/performances. Previous methods for this course have been adapted to reflect what our department is creating. Instead of each student putting in 4-6 hours of work on technical aspects of productions and rehearsals (additional hours for those cast in productions), the shape of these courses will change. This fall the courses will require:

- 2 hours (those cast in productions) or 4 hours (those not cast) per week working in their assigned production area,
- the possibility of working on/being in technical theatre hands-on demonstration videos,
- weekly quizzes over the online theatre handbook taken on D2L, and
- acting opportunities as they are available.

Should the course need to move online, the quizzes will continue and projects that can be completed at a distance in each of the areas will be developed.

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Due to the presence of Covid 19 in the local community/on campus, the following guidelines are mandated by the university:

- Masks are required at all times on campus unless a) the student is in their residential room and b) the professor/staff member is alone in their office.
- Wash hands frequently with soapy water (soap and water) for at least 20 seconds. If soap and water are not available, use an alcohol-based sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover mouth with tissues whenever sneezing, and discard used tissues in the trash. If a tissue is not available, sneeze or cough into elbow or upper sleeve, not into hands.
- Clean and disinfect frequently touched objects and surfaces.
- Refrain from shaking hands.
- Employees and students should avoid gathering in groups of more than 30 individuals; group size limits are subject to change in accordance with state and local guidelines. Group meetings and conferences should be conducted virtually.
- Maintain social distancing, to the greatest extent possible, of 6 feet between individuals.

Additionally, please be aware of the following departmental guidelines:

- Additional time will be needed at the beginning and end of all crew/cast times, so be sure to arrive on time. Early is on time, on time is late.
- Water fountains have been turned off in the building. At present, the bottle fillers are operational so be sure to provide a water bottle.
- All meetings, unless absolutely necessary, will be conducted virtually. Method to be used is determined by each faculty member.
- The CDC has now determined that wearing goggles/face shields (in addition to a face covering) can prevent the absorption of the virus through the eye mucosa. Goggles/face shields are recommended in classroom/studio situations.

### **Requirements**

The evaluation form that will be used to assess students' performance in the courses is attached. A schedule of the production season and theatre events will also be provided.

The student's responsibilities are as follows:

- Complete the "Cast and Crew Questionnaire."
- Check the department's Facebook page for the crew list, which should be posted no later than the Monday following the first majors/minors meeting.
- Contact your crew head and watch for crew work calls.
- Complete 2-4 hours per week for each production. Cast members will complete 2 hours a week while the show they are cast in is in rehearsal. All others will complete 4 hours a week.
- Crew heads must post crew meetings and weekly work calls.
- Take and pass with 100% score all the Theatre Department Handbook quizzes. Quizzes will be posted on D2L. These quizzes will consist of 10 questions chosen from a pool,

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meaning that the questions will vary on each attempt. Each quiz will be available beginning noon Thursday of the week and will close at noon on Saturday of the week. Each quiz will have a maximum time limit. The ability to right click or change webpages during the quiz will be disabled. Students will have an unlimited number of attempts at each quiz but the quiz will be recorded as a 0 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 of the play before the first technical rehearsal (scenery, lighting, props) or before the first dress rehearsal (costumes, makeup).
- Participation at strikes for mainstage and one-act productions is mandatory. Work obligations are **not** an excuse. You will earn a grade of “F” for that production for failure to attend strike.
- Crew heads and crew members **must** complete and turn in evaluations of their crews on D2L by the time of the Post-Production Meeting. Individuals not meeting this deadline will receive a failing grade for that production.
- On the first Monday after the first production of the semester has ended, work begins on the next production. Therefore, crew heads need to post meetings and work calls for the second production by the Monday following the closing of the previous production.
- Both men and women who are cast in MSU Theatre productions must purchase acceptable rehearsal shoes.
- 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.
- 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.

### **Grading**

Withdrawals: It is the responsibility of the student to properly withdraw. The last day to withdraw for Fall 2020 is December 5 at 4:00 pm.

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

Weight of required duties: crew assignments – 50%, submission of crew/supervisor evaluations – 10%, auditions/majors and minors meeting/post production meeting participation/attendance – 20%, online quizzes – 10%, additional duties as assigned – 10%

### **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 and other recording or electronic devices is strictly prohibited during rehearsal and production assignments. The instructor may direct, from time to time, on the

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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.

### **Dress Code**

You must have appropriate clothing and Covid 19 protection 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 working at a height, the student drops a personal item, MSU Texas is not responsible for any damages.

### **Attendance**

You must attend all crew calls. 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 ~~class~~ 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, you will be required to self-quarantine for two weeks and the professor will be notified. If this happens, please notify the professor immediately so that a conversation can be held regarding work due during that period.

### **Conduct Statement**

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 will result in the instructor's 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 individuals to whom credit is given. 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

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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, 397-4140.

### **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. For more information regarding campus carry, please refer to the University's webpage at <http://mwsu.edu/campus-carry/rules-policies>.

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