



Rehearsal and Production Spring 2021

THEA 4121 Rehearsal and Production I

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

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Office Hours: Skype/zoom meetings are available at 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 semester the courses will require:

- 4 hours 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:

- Attend the Majors/Minors Meeting at the beginning of the semester.
- 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 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 4 hours per week for each production
- Crew heads must post crew meetings and weekly work calls.
- Take and **pass with 100%** all the Theatre Department Handbook quizzes. Quizzes will be

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posted on D2L. These quizzes will consist of 10 questions chosen from a pool, 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. Your grade for that production will be lowered one grade level for failure to participate in 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.
- 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 possible use of cell phones for legitimate class reasons. Recording the class is prohibited, unless

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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 individual 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 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

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

Theatre Department Policy on Attendance as Related to COVID-19

During the pandemic, the Theatre Faculty recognize that students may be exposed to, concerned about exposure to or infected with COVID-19. The MSU-Texas Theatre Faculty are committed to a positive educational environment and recognize that both the faculty and the students must work together to ensure that learning takes place. Beginning January 2021 and until the pandemic ends and in accordance with university policies, the Theatre Department will be instating the following student policies regarding COVID-19 exposure and infection.

- **COVID-19 Probable Exposure On-Campus:** If the student was unknowingly exposed on-campus to a student who tests positive for COVID-19, the student will be notified by MSU and expected to quarantine for 10 days. The student will immediately notify their professors (in writing) and arrange for remote learning access during that period. Students who miss class without notifying the professor will receive an unexcused absence.
- **COVID-19 Possible Exposure:** If the student suspects that they were exposed to COVID-19, either on or off campus, the student should quarantine for 10 days. The student will immediately notify their professors (in writing) and arrange for remote learning access during that period. Students who miss class without notifying the professor will receive an unexcused absence.
- **COVID-19 Infection:** If the student tests positive to COVID-19, the student should immediately notify their professor (in writing). Professors will work with the student to accommodate classwork/attendance as needed or on a case-by-case basis. Appropriate actions faculty members could take include: the student attending classes virtually while quarantined, late assignment or test submissions, or accommodating the necessary suspension of classwork until the student tests negative. Best practices state that the student should not return to a face-to-face setting until such time as they have received a negative COVID-19 test.

In short, unless a student tests positive for COVID-19 and is too sick to attend class remotely,

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students who are in quarantine (have been exposed to but not tested positive to COVID-19) will receive an unexcused absence for any class that is not attended either remotely or face-to-face.

Rehearsal & Production Specific Attendance Policy as Related to COVID-19

Since theatre, by its very nature, is interactive, hands-on learning is an important part of theatre training and education. Unfortunately, during the pandemic, this can be particularly challenging. Following best practices, the following attendance policy is instated until the pandemic is over.

- **COVID-19 Possible or Probable Exposure:** If the student suspects exposure to COVID-19, they should quarantine for 10 days. The student is responsible for immediately reporting the exposure to their supervisor. Crew members will report to their supervising crew head in writing. Actors and stage management will report to the director. The crew head will, in collaboration with the supervising faculty member, determine whether or not the student will be required to make up a portion of the hours or whether the hours will be excused. The director will take action as is appropriate. *Exposure does not excuse the student from attending any theatre required meetings held remotely.*
- **COVID-19 Infection:** If the student has tested positive to COVID-19, they will be required to quarantine for 10 days or until they receive a negative COVID-19 test. The student is responsible for immediately reporting the test result to their supervisor. Crew members will report to their supervising crew head in writing. Actors and stage management will report to the director. The crew head will inform the supervising faculty member and the student will not be required to make up any of the missed hours. The director will take action as is appropriate.

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