



# Rehearsal and Production Spring 2022

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 Hours:** Skype/zoom meetings are available at [elizabethlewandowski@youcanbook.me](mailto:elizabethlewandowski@youcanbook.me). Office hours are Monday & Friday 10:00 am-11:00 am, Wednesday 11:00am to 12:00 noon, and Tuesday & Thursday 9:30 -10:30 am. 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.

## Covid 19 Related

Live performance is shifting during this time, and as a department we found new methods to allow our students to create live art through different types of productions/performances. At this time we are reverting to the traditional requirement of 6 hours per week in their assigned production area. Should Covid 19 restrictions be reinstated, students will be notified of any changes. 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.

Scientific data shows that, in all age groups, being fully vaccinated is the most effective way to prevent and slow the spread of Covid-19 and has the greatest probability of avoiding serious illness if infected with Covid 19. Although MSU Texas is not mandating vaccination in compliance with Governor Abbott's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases,

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individuals are also strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

### 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 or physical callboard 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 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 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 indicated on the class schedule.
- Everyone 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.**

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## **Crew Assignments**

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 taken once a semester per student.

## **Grading**

Withdrawals: It is the responsibility of the student to properly withdraw. The last day to withdraw for Spring 2022 is March 21 by 5:00 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 it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

## **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 required 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 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, please notify the professor immediately so that a conversation can be held regarding work due during that period.

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**Conduct Statement**

Behavior that interferes with either the instructor's ability to conduct the 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 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. 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>.

## 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

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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 Possible Exposure: If the student suspects that they were exposed to COVID-19, either on or off campus, the student should quarantine for 5 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. Students who test positive and are symptomatic should remain quarantined for 10 days. Students who test positive but are not symptomatic should remain quarantined for 5 days. At that point, if the student is still not symptomatic, they can return to class.

**In short, unless a student tests positive for COVID-19 and is too sick to attend class remotely, students who are in quarantine (have been exposed to but not tested positive to COVID-19 or tests positive but not too symptomatic to participate) will receive an unexcused absence for any class that is not attended either remotely or face-to-face.**

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