



Theatre Practicum I -- Spring 2019 Course Syllabus
THR2000-001 -- CRN 14914
Class -- First Monday 7:00PM-8:00PM, CPA 1047
Crew -- As Assigned, CPA 1036 Center Theatre

INSTRUCTOR INFORMATION

Instructor: Christopher M. Montpetit, [UT Department of Theatre and Film](#)

Office: Center for Performing Arts, Room 1030D

Office Hours: Mondays/Wednesdays 12:00NOON-2:00PM or by appointment

Phone: 419/530-4776

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COURSE INFORMATION

Course Description - 0 credit hours. Course required for graduation. Students will be assigned a crew position for one of the department productions.

Course Learning Outcomes/Student Learning Outcomes - by the end of this course, the student will be able to:

- identify key collaborators and their roles in theatre productions
- analyze and develop the production process of theatrical productions
- practice and apply proficiencies in technical theatre
- utilize and transfer learned skills to work at a theatre or arts institution

Course Overview/Format/Outline - the basic intent for this course is that students will learn the responsibilities and processes of preparing for a live theatrical production by working on an actual production running crew. Majors and minors are required to take this course twice to fulfill the requirements of the BA in Theatre.

Following the class meeting at the beginning of the semester, the remaining part of this course will be your production running crew assignment. See Required Theatre Running Crew Assignment below for more detailed information. After providing your class/work schedule, conflict list and assignment preferences, you will be assigned your responsibilities by the Production Manager, in consultation with the Technical Director, Shop Supervisors and/or Head of Design. **PLEASE NOTE** that students are expected to clear their schedules to fulfill this requirement. If the student does not feel they can meet the course requirement, then the student should consider withdrawing from this course and taking it in a future semester.

Content outline for the term consists of 3 sections:

- Introduction (review Course Syllabus and Course Schedule, distribute forms, etc.)
- Assignments (distribute assignments, questions, etc.)
- Completion (running crew position/strike)

Schedule of topics are subject to change, with adequate notice given to students. A more detailed course schedule, containing productions, technical rehearsals, dates of performances, and other pertinent information, is available at the end of this syllabus and for download through Blackboard. Course schedule dates can also be found on the Blackboard Calendar.

Course Prerequisites - none

Course Requirements/Grading Policy

- Running Crew Assignment, worth 100 points
- **Total possible points - 100**

The final grade earned, based on total points, will be based on the following scale:

- A 94-100 points
- A- 90-93 points
- B+ 87-89 points
- B 84-86 points
- B- 80-83 points
- C+ 77-79 points
- C 74-76 points
- C- 70-73 points
- D+ 67-69 points
- D 64-66 points
- D- 60-63 points
- F 0-59 points

Achievement and attitudinal factors will be the criteria in the grading of the course requirements and will be compiled from observation by the Course Instructor, Stage Management/Production Management reports, Production Area Supervisor assessments, and other UT Department of Theatre and Film faculty/staff working on the productions. Because every student brings a different skill level to the course, each student will be evaluated on their own progress, not compared to others around them.

Required Textbook/Reading Materials - no required textbook

Required Theatre Running Crew Assignment - each student will be assigned a running crew position for a production in the University of Toledo Department of Theatre and Film season during the spring term. The productions are...

- **THE PILLOWMAN**, University of Toledo, Center for Performing Arts - Center Theatre, February 1-10 (Fridays/Saturdays 7:30PM, Sundays 2:00PM)
- **INTO THE WOODS**, University of Toledo, Center for Performing Arts - Center Theatre, April 5-20 (Fridays/Saturdays 7:30PM, Sundays 2:00PM, except for last weekend which is Thursday/Friday evenings and Saturday afternoon)
- see course schedule (at the end of this syllabus) and the Blackboard calendar for exact days/times of technical rehearsals and performances
- for tickets and information, visit the [UT Department of Theatre and Film](#) website

The student is expected to be available for crew watch, **ALL** technical and dress rehearsals, **ALL** performances, and strike for the production they are assigned.

Again, **PLEASE NOTE** that students are expected to clear their schedules to fulfill these requirements. If the student does not feel they can meet the course requirements, then the student should consider withdrawing from this course and taking it in a future semester.

The list of possible positions, based on need and availability, include:

- Stage/Scenery Run Crew
- Properties Run Crew
- Light Board Operator
- Sound Board Operator
- Follow Spot Operator (if applicable)
- Costume/Wardrobe Run Crew
- Hair/Makeup Run Crew
- Assistant Stage Manager (if applicable)
- House Manager (if applicable)

This list is tentative and subject to change, based on the needs of the specific production. If the student wishes to be assigned the position of Assistant to the Director, Assistant Designer, Stage Manager or Properties Master, they should enroll in THR3800 or THR4990 to receive advanced credit as an independent study course. See department advisor for more details.

COURSE POLICIES/GUIDELINES

Assignments/Running Crew - key achievement factors include skill development; accumulation and retention of knowledge (i.e. assigned role and tasks); quality, proficiency and rate of work; contribution to the production and production team; and growth as a theatre artist. Key attitudinal factors include collaboration and participation (i.e. working as a team member); maturity and responsibility; sensitivity (i.e. patience and appropriateness); adaptability (i.e. ability to take and follow directions); dedication and initiative. See Assignment Rubrics, available on Blackboard, for more detailed grading criteria. See course schedule (available at the end of this syllabus or download through Blackboard) and the Blackboard calendar for due dates of forms, distribution of assignments, production dates and other pertinent course information.

Drop/Withdrawal Dates - see course schedule and Blackboard calendar for UT dates of drop and withdrawal periods.

Participation/Attendance - course participation and attendance includes attendance at all regularly scheduled classes and Running Crew Assignment requirements. Extended or unexpected absence, due to illness, injury or emergency, should be reported to instructor and appropriate UT Office/Advisor immediately. Supporting documentation may be required. **PLEASE NOTE ONE LAST TIME** - students are expected to clear their schedules to fulfill these course requirements. If the student does not feel they can meet the course requirements, then the student should consider withdrawing from this course and taking it in a future semester.

Plagiarism/Academic Dishonesty - Course Policy: Plagiarism will result in a failing grade (i.e. 0 out of 100) for that assignment. Repeated incidents of plagiarism will result in a failing grade (i.e. F) for the course. The point of this course is to cultivate one's own individual opinions and points of view. Taking ideas, concepts, artist renderings, etc., without appropriate documentation, from other authors or sources, including those of fellow students, defeats the purpose of this course. It not only violates the integrity of the class, but also hinders one's own

growth and individuality. The purchasing or sharing of papers or projects between students or the re-use of papers or projects submitted for more than one assignment or class also constitutes plagiarism. The above policy will be enforced, **NO** exceptions.

Plagiarism/Academic Dishonesty - University of Toledo Policy: [Academic dishonesty](#) will not be tolerated. Plagiarism in any of its various forms will result in penalization, ranging from a grade of “F” for the single assignment to a failing grade to the whole class. Degree of penalization is at the sole discretion of the instructor. Examples of academic dishonesty include, but are not limited to the following:

- any activity that fits the definitions of plagiarism
- representing (plagiarizing) the words, ideas or information of another person as one’s own and not offering proper documentation (for example: cutting and pasting, or paraphrasing, information from a website and not citing the website as a source)
- aiding another student in any way in the process of plagiarizing or representing the words, ideas or information of another person as their own and not offering proper documentation
- taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination
- providing a fellow student your work as a “guideline” for completing their work (if a student needs clarification about the nature of an assignment they should ask the instructor, this policy applies to all individual, non-group work - should you provide your work to another student, and they plagiarize your work, both you and the plagiarist will receive disciplinary action due to academic dishonesty)

To learn more about what constitutes academic dishonesty (plagiarism), visit UT’s policy on [academic dishonesty](#).

Technology/Communication/Blackboard Guidelines - tips for technology, communication, and Blackboard success include:

- should the course site be inaccessible due to technical issues or you encounter technical difficulties with Blackboard, contact utdl@utoledo.edu or call 419/540-8835 (toll-free student support phone number is 1-866/UTOLEDO)
- the [UT Help Desk](#) offers extended hours in the evenings and on weekends to assist students with technical problems, when calling after hours, leave a detailed message, including your Rocket Number and phone number, and a staff member will respond on the next business day; the [UT Online Help Desk](#) website is also available online to answer your questions, technical questions related to on-campus Internet access, virtual labs, hardware, software, personal website hosting, and UTAD account management
- before submitting any work in Blackboard, turn off all instant messaging and other web applications, close all browser windows that are not connected to the course, and make sure your system and browser are compatible with Blackboard
- if using a public library or other public access computer, please check to ensure that you will have access for the length of time required to complete tasks
- instructors are not trained in tech support for individual computer or internet problems, if you have trouble with your computer or your internet connection, you should contact your manufacturer, service representative, or service provider

Tips for Course Success - some tips for success in this course include:

- if you have questions and need to see me, stop by my office during office hours or set up an appointment
- there are no stupid questions, if you are unsure of something or have a question, please ask
- classroom disruptions, disrespecting the instructor or fellow classmates, will not be tolerated, you will be asked to leave
- complete and submit assignments prior to the due date (if possible) and set yourself up to have a secure reliable computer connection, if you wait until the day something is due and then have problems I will not be able to assist you
- email, phone or Blackboard messages are not checked over the weekend or over the holidays/breaks
- check your Blackboard Messages/Bb Mail and Course Announcements regularly
- familiarize yourself with the course Blackboard site and visit it often
- do not wait until the last minute to ask for assistance, if you contact me late in the semester or long after an assignment was due I may not be as accommodating

UNIVERSITY POLICIES/LINKS

Academic Accommodations - the University of Toledo is committed to providing equal opportunity and access to the educational experience through the provision of reasonable accommodations. For students who have an accommodations memo from Student Disability Services, it is essential that you correspond with me as soon as possible to discuss your disability-related accommodation needs for this course. For students not registered with [Student Disability Services](#) who would like information regarding eligibility for academic accommodations due to barriers associated with a potential disability, please contact the Student Disability Services office.

Instructional Support Services/Resources - many UT services are listed below:

- Counseling Center - the [Counseling Center](#) is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services, the Counseling Center staff provide counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies
- Course Blackboard website - <https://blackboard.utdl.edu/>
- eLibrary Services Portal - the [eLibrary](#) is a customized gateway to UT Libraries for online students, it was designed to help you locate the best online library resources without leaving Blackboard
- eTutoring Services - the Ohio eTutoring Collaborative, in partnership with The University of Toledo, now provides online tutoring support for all UT students, [eTutoring Services](#) are offered in a wide array of subjects, including Writing, Math, Calculus, Statistics, Accounting, Biology, Chemistry, and Anatomy and Physiology
- University of Toledo Writing Center - <http://www.utoledo.edu/success/writingcenter/>

Sexual Discrimination/Misconduct - the University of Toledo is committed to providing educational and working environments that are free from sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, stalking and retaliation. Title IX of the Education Amendments of 1972 ([Title IX](#)) is a federal law that prohibits sex discrimination. Additional information, forms, resources and contacts can be found online at <http://www.utoledo.edu/title-ix/>.

Statement of Diversity - the Department of Theatre and Film strongly endorses a policy of individual and collective respect for each member of our diverse community. Theatre and the mediated arts of film and video represent a fundamental form of human expression present in all known human cultures. Thus, they transcend boundaries of gender, sexuality, politics, nationality, geography, culture, and historical epoch. We strive to communicate and to understand; indeed, successful work in our field requires empathy without judgment. As a discipline, we have battled censorship for more than 2,000 years, and as a department, we seek to ensure all groups and individuals the right to speak within an arena of civility and mutual respect. Our department strives to provide a safe and supportive educational environment that both nurtures all components of human experience and functions as a crucible for creative expression.

Updated 1/8/19

**Theatre Practicum I -- Spring 2019 Course Schedule
THR2000-001 -- CRN 14914**

Week:	Unit/Assignments:	Due Date:
Mon 1/14	Introduction	
	Review Course Syllabus/Schedule; Submit Class/Work/Conflict Schedule, Assignment Preferences	Fri 1/18
	<i>Notes - First Day of Classes Mon Jan 14</i>	
	<i>Notes - Only Class Meeting of Course is Mon Jan 14</i>	
Tue 1/22	Assignments	
	Distribute Running Crew Assignments; Review/Submit Running Crew Assignment Acceptance	Fri 1/25
	<i>Notes - MLK Holiday Mon Jan 21</i>	
	<i>Notes - Last Day to Add/Drop Mon Jan 28</i>	
	<i>Notes - Spring Break Mon Mar 4-Fri Mar 8</i>	
	<i>Notes - Last Day to Withdraw Fri Mar 29</i>	
	Completion	
	<i>THE PILLOWMAN</i> Technical Rehearsal/Performance Schedule	
	Crew Watch (week before tech)	tbd
	Tech, 12:00NOON-8:00PM	Sat 1/26
	Tech, 12:00NOON-8:00PM	Sun 1/27
	Off	Mon 1/28
	Dress Rehearsal, 6:00PM-10:00PM	Tue 1/29
	Dress Rehearsal, 6:00PM-10:00PM	Wed 1/30
	Final Dress/Preview, 7:30PM GO	Thu 1/31
	Performance 1/Opening, 7:30PM GO	Fri 2/1
	Performance 2, 7:30PM GO	Sat 2/2
	Performance 3, 2:00PM GO	Sun 2/3
	Off	Mon 2/4
	Off	Tue 2/5
	Performance 4/Morning Performance, 9:30AM GO	Wed 2/6
	Off	Thu 2/7
	Performance 5, 7:30PM GO	Fri 2/8
	Performance 6, 7:30PM GO	Sat 2/9
	Performance 7/Strike, 2:00PM GO	Sun 2/10
	<i>INTO THE WOODS</i> Technical Rehearsal/Performance Schedule	
	Crew Watch (week before tech)	tbd
	Microphone Check/Sitzprobe-Orchestra (week before tech)	tbd
	Tech, 12:00NOON-8:00PM	Sat 3/30
	Tech, 12:00NOON-8:00PM	Sun 3/31
	Off	Mon 4/1
	Dress Rehearsal, 6:00PM-10:00PM	Tue 4/2

	Dress Rehearsal, 6:00PM-10:00PM	Wed 4/3
	Final Dress/Preview, 7:30PM GO	Thu 4/4
	Performance 1/Opening, 7:30PM GO	Fri 4/5
	Performance 2, 7:30PM GO	Sat 4/6
	Performance 3, 2:00PM GO	Sun 4/7
	Off	Mon 4/8
	Performance 4/Morning Performance, 9:30AM GO	Tue 4/9
	Performance 5/Morning Performance, 9:30AM GO	Wed 4/10
	Off	Thu 4/11
	Performance 6, 7:30PM GO	Fri 4/12
	Performance 7, 7:30PM GO	Sat 4/13
	Performance 8, 2:00PM GO	Sun 4/14
	Off	Mon 4/15
	Off	Tue 4/16
	Off	Wed 4/17
	Performance 9, 7:30PM GO	Thu 4/18
	Performance 10, 7:30PM GO	Fri 4/19
	Performance 11/Strike, 2:00PM GO	Sat 4/20
	<i>Notes - Last Day of Classes Fri Apr 26</i>	
	<i>Notes - University Commencement Sat May 4</i>	

Updated 1/8/19