



Theatre Production Practicum -- Fall 2022 Course Syllabus
Department of Theatre and Film -- College of Arts and Letters
THR2000-001 -- CRN 58232
Class -- No Class Meetings
Crew -- As Assigned, CPA 1036 Center Theatre

INSTRUCTOR INFORMATION

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

Office: Center for Performing Arts, Room 1030D

Office Hours (Fall 2022): Tuesdays 12:00NOON-2:00PM or by appointment (in-person and virtual appointments available)

Phone: 419/530-4776

E-Mail: UToledo email christopher.montpetit@utoledo.edu or through [UToledo Blackboard Messages/Bb Mail](#)

Course: Offered every term (Section and CRN numbers will vary)

Course Website: [Blackboard](#)

COURSE INFORMATION

Catalog/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/Teaching Methodology/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.

There are no class meetings for this course. The course simply consists of 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 Theatre Management, 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, 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 topics and dates is available at the end of this syllabus (the syllabus and schedule can be downloaded through Blackboard). Course schedule dates can also be found on the Blackboard calendar.

Course Prerequisites - none

Course Requirements/Grading Policy - this course has a Pass/Fail grading system. Based on the total points received for the assignment, grading is based on the following scale:

- Pass 70-100 points
- No Credit 0-69 points

Achievement and attitudinal factors will be included in the criteria in the grading of the course requirements and will be compiled from observation by the Course Instructor, Stage Management/Theatre 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 the production in the University of Toledo Department of Theatre and Film season during the fall term. The production is:

- **HAMLET**, University of Toledo, Center for Performing Arts - Center Theatre, November 10-20, 2022 (Thursday/Friday/Saturday 7:30PM, Sunday 2:00PM)
- 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
- Costume/Wardrobe Run Crew
- Hair/Makeup Run Crew
- House Manager (if applicable)
- other positions as needed (will be listed in Blackboard)

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/EXPECTATIONS

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.

Attendance - 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. Extended absence, due to illness, injury or emergency, should be reported to instructor and appropriate UToledo Office/Advisor immediately.

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

Plagiarism/Academic Dishonesty - Course Policy: Plagiarism will result in a failing grade (i.e. 0 out of 25) 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 UToledo's policy on [Academic Dishonesty](#).

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

- students need to have access to a properly functioning computer throughout the semester; the [Browser Check Page](#) will enable you to perform a systems check on your browser and ensure that your browser settings are compatible with Blackboard, the learning management system that hosts this course

- student computers need to be capable of running the latest versions of plug-ins, platforms and software and should have the necessary tools to be kept free of viruses and spyware; the computer needs to run most of the following software, available in the [UToledo Online Download Center](#) (not all software programs are needed, though, for this course) -
 - Word Processing Software
 - Adobe Acrobat Reader
 - Apple QuickTime Player
 - Java Plugin Console
 - Adobe Flash Player
 - Adobe Shockwave Player
 - Mozilla Firefox or Google Chrome Browser
- high-speed Internet access is recommended as dial-up may be slow and limited in downloading information and completing online tests; this course does contain streaming audio and video content
- 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 and tests; a list and schedule for on-campus computer labs is available on the [Open Lab for Students](#) webpage
- on-campus labs have offered students the use of computer hardware and software they might not otherwise have access to; with UToledo's Virtual Lab students can access virtual machines loaded with all of the software they need to be successful using nothing more than a broadband Internet connection and a web browser - the virtual lab is open 24/7 and 365 days a year at [VLAB: The University of Toledo's Virtual Labs](#)
- need IT help? - 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
- 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 [UToledo 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 UToledo 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
- be certain to back up your work regularly on a flash/jump drive, external hard drive, CD-ROM, or any other format available to you; if you do not currently have backup capabilities, please make arrangements for this as soon as possible; keep in mind that simply saving to one device, for example to the hard drive on your computer, is just a save - it is not a backup (you should keep your documents on two separate devices at all times in case one of them malfunctions or is lost)

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

- if you have questions and need to see the instructor, stop by his office on the main campus during office hours or set up an appointment; if you cannot meet in person, contact the instructor using Blackboard Messages/Bb Mail to ensure your message is received
- there are no stupid questions, if you are unsure of something or have a question, please ask
- classroom disruptions (both in-person and online), disrespecting the instructor or fellow classmates, will not be tolerated

- cell phones must be turned off or put on vibrate while in class
- proper “netiquette” is expected - it is important to be courteous and civil when communicating with others; students taking hybrid/blended or online courses are subject to the communication regulations outlined in the UToledo Student Handbook (through the Division of Student Affairs); for more information on “netiquette” visit [Albion's Netiquette Home Page](#)
- complete and submit assignments prior to the due date and set yourself up to have a secure reliable computer connection; if you wait until the day something is due and then have problems, the instructor 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 the instructor late in the semester or long after an assignment was due, he may not be as accommodating

UNIVERSITY POLICIES/LINKS

Academic Accommodations - the University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an Accommodations Memo from the [Office of Accessibility and Disability Resources](#), you should correspond with the instructor as soon as possible, so that accommodations can be implemented in this course. For students who have not established accommodations with the Office of Accessibility and Disability Resources and are experiencing disability access barriers or are interested in a referral to health care resources for a potential disability, please connect with the office by calling 419/530-4981 or sending an email to StudentDisability@utoledo.edu.

Academic Policies for Undergraduate Students - all students at the University of Toledo are expected to read, understand, and follow the academic policies that govern their attendance at the University. These [General and Undergraduate Academic Policies](#) include, but are not limited to, academic dishonesty, academic forgiveness, adding and dropping a course, grades and grading, and the missed class policy. Please visit the website to read a comprehensive list of academic policies that pertain to you in this class and throughout your academic journey.

ADA Policy Statement on Non-Discrimination on the Basis of Disability - the university is an equal opportunity educational institution. Please read [The University's Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance](#). Students can find this policy along with other university policies listed by audience on the [University Policy webpage](#).

Copyright Notice - the materials in the course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Department of Theatre and Film Statement of Diversity - the [UToledo 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.

Electronic Communications Policy - electronic communication is a valid mechanism for official communication with students at the University of Toledo. The university has the right to send official

communications to students electronically. The university has the right to expect that students will receive electronic communications and will read them on a frequent and consistent basis. Students may opt out of certain electronic communications where required by law. Students are responsible for monitoring and managing their university-provided email account on a frequent and consistent basis. Students may choose to forward email to non-university email accounts at their own risk. Students who choose to have email forwarded to another email address are responsible for both email contents and associated attachments. Student's official email address does not absolve the student from knowing and complying with the content of the official communication. The university is not responsible for email forwarded to any other email address. Regarding the student's failure to receive or read in a timely manner official university communications sent to the students, students are responsible for monitoring their web portal communications on a frequent and consistent basis.

Inclusive Classroom Statement - in this class, students will work together to develop a learning community that is inclusive and respectful. Diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity/expression, socioeconomic background, and a myriad of other social identities and life experiences. This course encourages and appreciates expressions of different ideas, opinions, and beliefs, so that conversations and interactions that could potentially be divisive turn, instead, into opportunities for intellectual and personal development.

Institutional Classroom Attendance Policy - please be aware that the university has implemented an attendance policy, which requires faculty to verify student participation in every class a student is registered at the start of each new semester/course. For this course, if you have not attended/participated in class (completed any course activities or assignments) within the first 14 days, the instructor is required by federal law to report you as not attended. Unfortunately, not attending/participating in class impacts your eligibility to receive financial aid, so it is very important that you attend class and complete course work in these first two weeks. Please contact the instructor as soon as possible to discuss options and/or possible accommodations if you have any difficulty completing assignments within the first two weeks.

Podcast and Media Use Policy - media produced and provided on the course site is solely for class use by students currently registered for the course, and under no circumstances can be posted, linked to, or made available for distribution or copying to any persons, institutions, or servers (i.e. no portion of them may be downloaded and posted on YouTube or sent to friends). The authors of these materials hold the copyright and the only authorized use by students is for the purposes of the course. Violating this policy constitutes a serious infraction of UToledo's computer use policy and may result in consequences up to and including expulsion from the university and legal action (both criminal and civil) from the various rights holders whose copyrights you may have infringed.

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 (aka Title IX) is a federal law that prohibits sex discrimination. Additional information, forms, resources and contacts for Title IX can be found at [UToledo Title IX Information](#).

UToledo Instructional Support Services and Resources

- [Blackboard](#)
- [Campus Health and Safety Services](#)
- [Counseling Center](#)
- [Division of Student Affairs/Student Academic and Support Services](#)
- [Learning Enhancement Center/eTutoring](#)
- [Rocket Fuel-Student Food Pantry](#)
- [The Writing Center](#)
- [UToledo Libraries](#)
- [UToledo Online](#)

****Special Course Expectations During COVID-19****

Maintaining a safe campus during the ongoing COVID-19 pandemic remains a top priority. UToledo continues to follow the guidance of the U.S. Centers for Disease Control and Prevention and Ohio Department of Health to keep our campus safe.

- **Attendance** - The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course. Anyone with a temperature at or above 100.0 degrees Fahrenheit or who is experiencing symptoms consistent with COVID-19 should not come to campus and do a self-administered COVID test or contact their primary care physician or the Main Campus Health Center at 419/530-3451 or Health Science Campus Student Health and Wellness Center at 419/383-5000 to get tested and treated. Free self-administered COVID tests are available at various locations across both campuses including, many residence halls at the main desk, both Rec Centers, and the Student Affairs Office in the Student Union. For more information on the symptoms of COVID-19, please go to <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. COVID-19 testing for sick students is also available on both Main Campus and Health Science Campus. On Main Campus, no appointment is needed. Symptomatic students should go to the door to the left of the main entrance and ring the doorbell or call 419/530-3451. You will be immediately let into the sick area for COVID testing. On the Health Science Campus, symptomatic COVID testing is done at the Comprehensive Care Center on Glendale Avenue. You must call 419/383-4545 for an appointment. Absences due to COVID-19 quarantine or isolation requirements **are** considered excused absences. Students should notify their instructors and follow the protocols summarized in this document on [Navigating COVID-Related Course Concerns](#). In the event that you have tested positive for COVID-19 or have been diagnosed as a probable case, please review the [CDC guidance](#) on self-isolation and symptom monitoring, and report the disclosure to the Division of Student Affairs by emailing StudentAffairs@utoledo.edu or by connecting with their on-call representative at 419/343-9946. Disclosure is voluntary and will only be shared on a need to know basis with staff such as in the Office of Student Advocacy and Support, The Office of Residence Life, and/or the Office of Accessibility and Disability Resources to coordinate supportive measures or to assist the student as needed.
- **Face Coverings** - Face coverings are currently not required while on campus but students should feel free to wear them. The health experts on campus will continue to monitor the situation and may make changes to this policy as determined by CDC and County Health Department guidelines as infection rates fluctuate if necessary to maintain campus safety.
- **Vaccination** - Doctors and other health care professionals agree that the best way to protect ourselves and each other is to get vaccinated. Case data clearly show that vaccines remain highly effective at preventing serious illness from COVID, including the highly contagious delta variant. If you have not yet received your COVID vaccine, the University encourages you do so as soon as possible. No appointment is needed to get the shot at the UTMC Outpatient Pharmacy, University Health Clinic or Main Campus Pharmacy. Once you receive the COVID vaccination, please register on the COVID Vaccine Registry site at: <https://utvaccinereg.utoledo.edu/>.
- **Special Notes** - It's important to note, that based on the unpredictability of the COVID-19 virus, things can change at any time. So please be patient and understanding as we move through the semester. Please refer to <https://www.utoledo.edu/coronavirus/> on a regular basis for updates to current requirements or mandates. I also ask that you keep me informed of concerns you may have about class, completing course work/assignments timely and/or health concerns related to COVID.

Theatre Production Practicum -- Fall 2022 Course Schedule
THR2000-001 -- CRN 58232

Week:	Unit/Assignments:	Due Date:
Mon 8/29	Introduction	
	Review Course Syllabus/Schedule	Sun 9/4
	<i>Notes - First Day of Classes Mon 8/29</i>	
	<i>Notes - Labor Day Holiday/No Classes Mon 9/5</i>	
Mon 9/12	Assignments	
	Submit Class/Work/Conflict Schedule, Assignment Preferences	Sun 9/18
	<i>Notes - Last Day to Add/Drop Mon 9/12</i>	
Mon 9/19	Assignments continued...	
	Distribute Running Crew Assignments; Review/Submit Running Crew Assignment Acceptance	Sun 9/25
	<i>Notes - Fall Break/No Classes Mon 10/10-Tue 10/11</i>	
	<i>Notes - Last Day to Withdraw Fri 11/4</i>	
	<i>Notes - Veterans Day Holiday/No Classes Fri 11/11</i>	
	<i>Notes - Thanksgiving Holiday/No Classes Wed 11/23-Fri 11/25</i>	
	<i>Notes - Last Day of Classes Fri 12/9</i>	
	<i>Notes - University Commencement Sat 12/17</i>	
Mon 10/31	Completion*	
	HAMLET	
	Crew Watch - time tbd	Tue 11/1
	Paper Tech - time tbd, stage managers ONLY	Thu 11/3
	Tech - 6:00PM	Fri 11/4
	Tech - 11:00AM	Sat 11/5
	Tech/Costume Tech - 11:00AM	Sun 11/6
	Off	Mon 11/7
	Dress Rehearsal - 6:00PM	Tue 11/8
	Final Dress - 6:00PM	Wed 11/9
	Performance 1/Opening - 7:30PM	Thu 11/10
	Performance 2 - 7:30PM	Fri 11/11
	Performance 3 - 7:30PM	Sat 11/12
	Performance 4 - 2:00PM	Sun 11/13
	Performance 5/Morning School Performance - 10:00AM	Wed 11/16
	Performance 6 - 7:30PM	Thu 11/17
	Performance 7 - 7:30PM	Fri 11/18
	Performance 8 - 7:30PM	Sat 11/19
	Performance 9/Strike - 2:00PM	Sun 11/20
	<i>*Technical Rehearsal/Performance Schedule subject to change</i>	

Updated 8/15/22