I. Locator Information:
Instructor: David Griffie
Course # and Name: 141 Production Practicum
Office Location: Butler Building 269
Semester Credit Hours: 1
Office hours: Posted on office door of facilitator
Day and Time Class Meets: W 2-2:50
Office Phone: 1275
Total Contact Hours for Class: 15
Email address: dgriffie@uncfsu.edu

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.
Rules and regulations governing the use of FSU email may be found at http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf

II. Course Description: This course provides experience in theatrical production and theatre company operations. Emphasis is on portfolio development by way of production work. Work on FSU Theatre Company productions. This course must be taken six times for the Major or in succession for the remaining semesters, if less than six, of a declared a major.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbooks: TBD.

V. Student Learning Outcomes –
Upon completion of this course, students will be able to:

PLO – Demonstrate competency in performing, producing and critically analyzing a theatrical production
PLO – Practice as theatre artists/performers, theatre technicians and theatrical support within the community
PLO – Identify literary and linguistic devices in a script and demonstrate understanding of how visual and audio design elements such as costumes, lights, scenery, and sound are integral to a script in performance
PLO – Understanding of how performance techniques such as acting, directing and oral interpretation are integral to the realization of a text
PLO – Understand roles and responsibilities of members of a theatrical production team and to collaborate effectively as a production team member

VI. Course Requirements and Evaluation Criteria -
Grades will be comprised of the following:

Production meetings
Students are required to attend all production meetings, class meetups, and post mortems
TOTAL: 100 points
**Company General Crew**
- Minimum 2 hours of general crew work during shop hours each week throughout the semester (15 Weeks)
- Hours must be conducted during regular shop hours or at a time authorized by instructor
- You must clock in and clock out of your hours AND have an authorized faculty member sign for your hours
- You are required to sign up for the FSU Theatre callboard and any other communication tools used by the company.
- Please remember that hour requirements do not supersede your assignment for a production.
You will be assigned to a particular production crew throughout the semester. This is to ensure that you work in all aspects of theatre by the time you leave FSU.

**TOTAL:** 300 points

**Assessment Tool**
Each student will be required to complete an assessment tool at the beginning of the semester and at the end of the semester. Failure to complete either of these will result in an automatic letter reduction in your grade.  **TOTAL:** 100 points

**Company Events**
Attend all production strikes, and one workday (Saturday). This semester’s workdays will be for the dance production and for *The Dining Room*.

Attend assigned special events or meetings.
Breakdown is as follows:
Strike- 50 points per x2 =100 points
Workday- 50 points
**TOTAL:** 150 points

**Production assignments**
Major production role per FSU company production (2 roles X 200 points) = 400 points
- Productions roles must be approved by instructor.
- *Production meetings, rehearsals, work hours, and work sessions are required.* Missing even one without permission may result in failing the assignment.
**TOTAL:** 400 points

**Portfolio assignments and assessment**
Portfolio collection and submission
**TOTAL:** 200 points

**Jury (majors) or public review (non-majors)**
Attend and/or complete a public jury where acting, design, production, crew, or management pieces are presented.
**TOTAL:** 150 points- Please note that this is also a pass fail component.

**Total:** 1300 Points

All assignments with written material should conform to correct spelling, grammar, and appropriate style. All practical experience should adhere to appropriate guidelines and policies, including all safety protocols.

*Please note that if you quit a role or fail to complete your role you will fail the class, no exceptions. If you feel you can’t complete the role, do not accept the particular role. If you fail to show up to a jury or portfolio review you will fail the class. Please make the necessary arrangements with instructor if you have extenuating circumstances.*
**Evaluation Criteria and Procedures** -- Judging creative effort is always a very subjective process. The philosophy underlying this class is that the theatre contributor (manager, actor, director, playwright, designer, technician) is in all senses a creative being – therefore, her work must be judged by creative standards: this is judgment of product. On the other hand, the course is generally focused upon the teaching of methods and attitudes – the process of creating theatre. Grading in this class will try to balance product against process, with the stronger emphasis upon process. However, this in no way denies the importance of the effectiveness and integrity of the finished product.

**SCALE:** Grades are based on a points system where 60 or higher is a D, 70 or higher is a C, 80 or higher is a B, and 90 or higher is an A. **NOTE:** for this class, theatre majors must pass with a C grade or higher.

- **SUPERIOR (A)** - Represents achievement that is outstanding relative to the level necessary to meet course requirements. This work is superior in every respect, and represents the highest level of achievement. Its quality is so good that it would unreasonable to ask a college student to improve upon it.
- **ABOVE AVERAGE (B)** - Represents achievement that is significantly above the level necessary to meet course requirements. Not only were all the basic expectations met, they exceeded minimum expected quality levels. This work probably showed one or more of the following characteristics: excellent understanding of the class material, excellent application of theory to practice, unusual thoroughness in thought and preparation.
- **AVERAGE (C)** - Represents achievement that meets the course requirements in every respect. This score does not indicate any shortcoming. All the work was done adequately and completely, and the work showed basic understanding and mastery of the course material.
- **BELOW AVERAGE (D)** - Represents achievement that is worthy of credit even though it does not fully meet course requirements. While there was merit to what was done, there were also deficiencies that meant the work did not fully meet the minimal expectations.
- **FAILURE (F)** – Represents work insufficient of credit because it fails to meet course requirements and/or violates guidelines for acceptable work.

**Production Experience:** Every one in the class is required to participate in a production role for all FSU shows in the semester by working in a production role. In order to obtain full credit, you must meet all expectations of that production role and properly document your work. All work must be logged and signed for as appropriate.

**Production roles:**

Production roles may include: actor, technician, designer, manager, crew member, or another position. Production areas may include performance (acting or directing), stage management, lighting, sound, projection, costumes, props, run crew, PR, publicity, marketing, house management, box office interaction, makeup, theatre management, or another area. These roles may involve any of the following work:

- read play
- auditioning or interviewing
- writing a scene
- recording a pre-show announcement
- locating/lining up sound cues
- setting up sound, administering microphones
- getting sound levels on actors
- plugging in equipment
- participate in online forum
- dry tech
- paper tech
- line memorization
- post mortem
- rehearsal attendance
- costume measurements
- on-time attendance
- costume fittings
- character development
- sketches, drawings, schematics, working drawings
- marked script
- actor/crew bio
- headshot
program layout
headset operation
emergency procedure training
power tool training
hand tool training
run crew work
curtain/rigging work
props list
contact list
design elements
apply makeup
lighting and sound cue sheets, magic sheets, and other paperwork
ushering
wardrobe/laundry
stage maintenance
poster distribution
social media distribution
production meeting attendance
care of costumes and props
engagement with public
clear communication with director, SM, or TD
costume parade
light hanging, gelling, and focus
dresser
sound design
sewing/alterations
light cues
prompt book
sound cues
calling rehearsals
policing actors
tech/dress rehearsal
light/sound operation
running crew
properties design
properties operation
set construction
set painting
repair
other (please list on reverse)

NOTE: Other requirements may be added over the course of the semester at the instructor’s discretion.

**Policy on Syllabus:** This syllabus serves as a contract between the professor and students. Students should adhere to this syllabus closely. Please be advised that the professor may not provide daily, weekly, or, in fact, any notice of a project due. It is the student’s sole responsibility to turn in work on time. There will be a grading rubric handed out at the beginning of the semester identifying your requirements for this course and how you will be graded.

This syllabus may be altered at the discretion of the instructor at any time, provided notice is given to students. This notice will generally be given in class, on the course website and/or via email. In all cases, the student is responsible for all revised or added due dates for each assignment as well as any adjustments in the course schedule.

**Course Website** -- A course website (FSU Theatre Callboard) is maintained on the FSU server. Students are required to check email and the course site regularly and will be held responsible for changes made to the course, assignments, etc. via either of these methods. Assignments and production calendars will be posted on Blackboard.

**Policy on Missed or Late Assignments**—There will be no make-ups for missed assignments. No late work will be accepted, except when the professor has granted an extension or when there are extreme and documented cases, such as a medical emergency or death in the family.
Attendance Requirements – Attendance is mandatory. Due to this class only meeting once a week, you will fail the class after more than 2 missed formal class meetings at the scheduled class time. The majority of class attendance is tied to your work on a production. For each instance you are absent, it will affect you grade for that particular aspect.

PLAGIARISM AND ACADEMIC INTEGRITY: This course subscribes to the university policies on plagiarism and academic dishonesty printed in the student handbook. First offense results in an F for the assignment. Second offense results in removal from the class.

Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus.

VII. Academic Support Resources – Use of Smart thinking, Criterion, University College Learning Center, Writing Center is strongly encouraged.

VIII. Course Outline and Assignment Schedule
See production and course meeting schedule online.

IX. Teaching Strategies
Course will incorporate occasional lectures, special presentations, practical application, group discussion, self-assessment, group-based assessment.

X. Bibliography