

**THE 3952 Production Hour**  
**1-2 credits Time Varies**

**See Canvas for office hours**  
**See Canvas for contact info**

**Class Description:**

Participation in the production program of the curriculum; work in preparation and performance. May be repeated for up to 12 credits.

**Class Details:**

Production Hour is designed to develop a proficiency in the hands-on creation of theatre. Through this class, you will develop a general understanding of how theatre is produced and develop leadership skills to enable you to produce theatre in the professional world. There are two participatory methods to explore in this class: regular lab work and crewing productions. There is no classroom time for this class.

**Class Grading Scale: (There is no curve in this class)**

91-100 = A      80-90 = B      70-79 = C      60-69 = D      0-59 = F

*A Note about Grades:* By definition, most of us are average. Average performance in this class—that is, the level of performance that most of you will achieve—will be rewarded with a grade of C. This is a good grade! Simply showing up for class every day and turning in all assignments on time is expected. Merely meeting expectations in this class will earn a grade of C. To earn greater than a C your work will have to be exceptional in quality, quantity and enthusiasm for the subject. Grades are for you to measure your own level of achievement against that of your peers; they have no meaning outside of the academic environment.

**Text Books and course material:**

All materials can be found on FAU's CANVAS (an online learning system). This will be used to share required information and submit homework and quizzes. For detailed instructions and login information see <https://canvas.fau.edu/login/canvas>

Required:

**Scene Shop**

- Safety goggles (ANSI Z.81 Standard or better)
- 16'-0" or longer Tape Measure. Tape measure MUST show feet and inches, no metric tapes allowed. The ones with fractions are highly recommended.
- Handheld darkness eliminator (A LED recommended, however any common flashlight will work)  
*Your cell phone does not count!*
- Work Gloves. These need to be tight fighting gloves (Can be fingerless)
- Hearing protection
- Proper Work Attire. See Below.

**Costume Shop**

- Snips
- Measuring tapes
- Seam Ripper
- Thimbles
- Fabric Scissors (optional)

These tools are common tools that will serve you well for your life as a theatre performer and come in handy for many classes; please spend a few bucks now to buy some nice tools that will serve you well.

**Lab participation (52% of your final grade)**

As young theatre artists (such as freshman or transfer students) enter the program, you are expected to be open and ready to learn about the creation of theatre. As mature theatre artists (such as juniors and seniors) work in the program, you are expected to provide leadership and portray a professional attitude in the creation of theatre and follow FAU Theatre's code of ethics.

You are expected to meet in Studio One, dressed appropriately, with tools, ready to work at the start of each class. Attendance will be taken at the beginning and end of class. Keep in mind, if you are absent, you are not participating, so your participation grade will be lowered. Your participation grade will also be affected if you are late and you will be marked absent if you are more than 15 minutes late. It is your responsibility to check in and make sure you are marked late, not absent. Do not leave until you are dismissed.

You will be graded on your participation, attention to the job at hand, responsibilities, promptness, cooperation, willingness to work, your effort, and your attitude. Negative behavior. Being unsafe, sitting down, being on your phone, disappearing, etc. All will impact your grade.

**Tool Check (5 Points)**

On the beginning of the second week of class you will need to have your tools ready in shop. Surprise inspections for your tools will be conducted to make sure you have them and are using them. Tools will be checked sporadically throughout the semester at random. If you do not have them with you, you will lose 5 points off of your final grade.

**Safety video and quiz (5 Points)**

This assignment is to be done on Canvas. You will watch the safety videos and then answer questions about the videos. This assignment must be completed by the end of the first week of class, as noted on the calendar page.

**Crew Assignment (31% of your final grade)**

Every student enrolled in Production Hour will be required to participate on one run crew each semester. If you are cast in all productions, you are excused from this requirement. The crew requirement has both shop and run time positions to accommodate everyone. Your grade for this portion of the class is evaluated by a multitude of people involved in the production, as well as observations by the instructor. You will be graded on your attention to the job responsibilities, promptness in attending rehearsals, communication of conflicts with appropriate personnel, and attitude towards responsibilities.

Your attendance at crew assignment is mandatory, and absences will not be tolerated. You are expected to be present for all calls and performances, the same way you would be if you are a performer in the show. You may not have another person do your crew assignment for you. **Each unexcused absence from a technical rehearsal or performance will lower your final grade by one letter grade.** Excused absences must be submitted in writing to the Technical Director Two weeks prior to the crew watch date. Excuse for anything other than a university approved absence is at the discretion of the Technical Director. *It is your responsibility to carefully review the posted production calendar dates and times to ensure that you have no class conflicts, weddings, work schedule, travel plans, Broadway premieres, etc. that conflict. These are not considered excusable reasons once you submit your paperwork.*

**Crew preference sheet (10 points)**

All crew assignment request pages must be completed and uploaded to Canvas on the due date as specified on the calendar page. Failure to turn the sheet will result in automatic assignment to any crew position on any production, plus loss of points.

**Crew responsibility agreement (0 to -40 points)**

Once crew assignments are announced, you are expected to submit on canvas a signed crew responsibility agreement. Complete the agreement, filling out all dates and times that are involved, and sign the page. Once this agreement is submitted, you may not change your assignment. Failure to submit this agreement will result in a loss of 40 points on your final grade.

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**Strike:**

Strikes are a mandatory event for all individuals. You are expected to be present for any strike called. Please see the calendar for dates and times of called strikes.

**Lab Hours:**

Each student will report to the Scene shop foreman who will assign work jobs for the day—from costumes to light shop work. You will always be under supervision of one of the following individuals:

Kristen Soroko- Scenic Designer

Dawn Shamburger- Costume Designer

Rebecca Lucatero- Technical Director

Matthew McCord- Scene Shop Foreman

Tim Bowman – Costume Shop Manager

**Classroom safety:**

A Quick word about safety and responsibility is important here. It is important to remember that there are no stupid questions. If you are unsure of what you are doing, why you are doing it, or how to do it, please **stop and ask**. Safety is the responsibility of everyone and knowing what you are to do and how to do it is what keeps you safe. Improper work attire or horseplay will not be tolerated. Since several of the tools you will work with can cause severe injury or death, disciplinary action for horseplay can range from an unexcused absence for the class, to dismissal from the course.

Secondly, personal electronic devices such as cell phones, radios, or anything else that can distract you from your assignment are not permitted during lab time. Using these devices, will win you an absence for the day. Please check them during designated breaks and keep them in your bookbags.

**Course-Specific Attendance Policy:**

***Note this is more restrictive than departmental policy***

Please see the detailed attendance and absentee policy section on canvas.

See University policies in the FAU Student Handbook <http://www.fau.edu/handbook/>

Students will not be penalized for absences due to participation in University-approved activities, but proof of involvement must be provided. Reasonable accommodation will be made for student absences due to religious observance(s). Any excused absence from the course must be pre-arranged with the shop manager. Pre-arranged absences must be made up within five calendar days of your return to class.

Grades of Incomplete (“I”) are reserved only for students who are passing the course but have not completed all the required work because of exceptional circumstances. Incompletes should be pre-arranged with the instructor before the end of the term.

**Disability Policy**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU’s campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).

**Counseling and Psychological Services (CAPS) Center**

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU’s Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to

<http://www.fau.edu/counseling/>

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**Code of Academic Integrity**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

**Policy on the Recording of Lectures**

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

**University Attendance Policy:**

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

**Course Schedule:**

Please see calendar posted in canvas.

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