**Instructor: Jessica Cowden Office: AL 179 or AL 105 Office Hours: M-Th 9-10 am Email:** [**jcowden@fau.edu**](mailto:jcowden@fau.edu)

**Phone: 561-479-8147**

**561-297-1180**

**Classroom: Studio One Theatre**

**Prerequisite: TPA 2200 with a grade of C or better**

## Class Description:

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

## Course Objective:

Production Hour is designed to develop a proficiency in the hands-on creation of technical 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 (see pg. 2).

## No textbook is required for this course.

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

## Required tools these tools will need to be acquired by the second week of classes.

These tools are common tools and can be purchased at any hardware store; please spend a few bucks now to buy some nice tools that will serve you well for your theatre career.

* 25’-0” tape measure-(Home depot SKU 185663; Sears sku 33-425: Lowes SKU 99930: or similar)
* Handheld flashlight-a LED flashlight is recommended, however any common handheld flashlight will work. (Your cell phone does not count as a flashlight)
* Safety goggles-ANSI Z.81 Standard or better
* 7” Crescent wrench with a lanyard.
* Proper work attire-you will be exposed to paint, dirt, chemicals etc. You will need to wear clothing that you do not care about. **NO OPEN TOED SHOES**-you will be sent home and receive an absent for the day if you come to class in open toed shoes. A sturdy shoe is suggested.

## Classroom Safety:

Safety is the responsibility of everyone, and knowing what you are doing and how to do it properly, is what keeps you safe. 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. Improper work attire and/or horseplay will not be tolerated. It is important to clean up after yourself. Leaving out tools and equipment can cause a safety issue.

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.***

“In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions.” (University Policy) This means they need to be **TURNED OFF AND PUT AWAY**. Answering your phone or texting during class is not allowed. **In addition, personal electronic devices such as MP3 players, radios, headphones, laptops, tablets and 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 keep them in your bags or lockers.

## If you have any physical limitations, ie. injury or illness please make the Instructor aware if these limitations so proper arrangements for your assignments can be made.

You will always be under supervision of one of the Faculty and/or staff including but not limited to the following individuals:

Chris Evans-Scene Shop Fore[man Manager-evans@fau.edu](mailto:Manager-evans@fau.edu) Jessica Cowden-Costume Shop [Manager-jcowden@fau.edu](mailto:Manager-jcowden@fau.edu) Tim Dial-Costume Designer

Thomas Shorrock- Lighting Designer

Chris Evans-House [Manager-evans@fau.edu](mailto:Manager-evans@fau.edu)

## Attendance Policy: ATTENDANCE IS MANDATORY

This is a laboratory class where much of the learning takes place in the classroom and each skill and project builds upon a previous one. **You will only be allotted 2 makeups for absences for the semester (Friday section is allotted one). The last day to makeup an absence is April 20th. Makeup hours are at the discretion of the shop managers.** Tardiness and leaving class early are not acceptable; if you are 15 minutes late it is considered an absence. Three absences will lower your final grade by one letter grade. Each subsequent absence will lower your final grade by one letter. Five absences will result in automatic failure. Three tardies equals one absence. If you arrive to class after roll is taken, it is your responsibility to check in at the end of class to make sure your attendance is recorded. See University policies in the FAU Student Handbook [http://www.fau.edu/handbook/.](http://www.fau.edu/handbook/)

## Grade percentage Breakdown: 100 total points

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points** | **% Value** |
| Lab Attendance | **15** | **15%** |
| Lab Participation | **25** | **25%** |
| Crew Assignment Preference | **5** | **5%** |
| Crew Assignment Attendance | **15** | **15%** |
| Crew Assignment Participation | **25** | **25%** |
| Tool Checks | **5** | **5%** |
| Safety Video Quiz | **5** | **5%** |
| Tool ID Quiz | **5** | **5%** |

**Lab (15 points for attendance, 25 points for attitude and participation)**

**ATTENDANCE IS MANDATORY.** You will only be allotted 2 makeups for absences for the semester (Friday section is allotted one). The last day to makeup an absence is November 26th. Makeup hours are at the discretion of the shop managers.

You are expected to meet in the Studio One, ready to work at the start of each class. You should be dressed and ready to go. Attendance will be taken at the beginning of class, and you will be marked absent if you are not on time. It is your responsibility to check in and make sure that you are marked late, not absent. Each student will report to the Shop Manager who will assign work jobs for the day.

## Run Crew Assignment (15 points for attendance, 25 points for attitude and participation, 5 for crew preference worksheet)

A running crew consists of all the individuals working on a specific production backstage and front of house in an assigned position. Every student enrolled in Production Hour will be required to participate on one run crew each semester. Your crew assignment preference page is due by **Friday at the end of the first week of classes** before midnight (the crew preference assignment is submitted on Blackboard and is worth **5 points**). Late submissions will not be accepted. If you are cast in all productions in a semester, you are excused from this requirement but will still need to hand in a preference worksheet. 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 and performances, communication of conflicts with appropriate personnel, and attitude towards responsibilities.

## Crew Assignment Attendance Policy:

Absences for the Crew Assignments are not tolerated; you must be present at all tech rehearsals and performances. Arraignments for any conflicts need to be made and approved prior to the assigned show’s tech rehearsal. (See Crew Preference Assignment on Blackboard for more information).**You cannot have another person do your crew assignment for you. Unexcused absences from a tech rehearsal or a performance will drop your grade by one full grade.**

## Excused absences can only be approved by Jessica Cowden.

**Tool Checks (5 Points)**

The beginning of the second week of class you will need to have your tools in class and will be expected to have your tools in every class. Supervisors will check tools throughout the semester at random to make sure you have them and are using them.

## Tool ID quiz (5 points)

This assignment is to be done on Blackboard. This assignment must be completed by

**September 12th** before midnight.

## Safety video and quiz (5 points)

This assignment is to be done on Blackboard. You will watch the safety video and then answer questions about the video. This assignment must be completed by **September 6th** before midnight.

## University Policy on Absences and Incompletes:

Students will not be penalized for absences due to participation in University-approved activities, but proof of involvement must be provided prior to the absence. Reasonable accommodation will be made for student absences due to religious observance(s). Also, note that 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.

## Students with Disabilities:

In compliance with the Americans with Disabilities Act (ADA), students who, due to a disability, require special accommodation to properly execute course work must register with the Office for Students with Disabilities (OSD) -- in Boca Raton, SU 133 (561-297-3880); in Davie, LA 240 (954-236-1222); in Jupiter, SR 110 (561-799-8010) -- and follow all OSD procedures.

## The FAU 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 the Code of Academic Integrity in the University Regulations: <http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf>

**Course Calendar**

Week One **Crew preference assignment**-due on Blackboard

**Safety Video and Quiz** due online in Blackboard

Week Two **Tool ID Quiz**-due on Blackboard

Weeks Three, Four, Five Build Spring Show #1

Week Six *Spring show #1*-Tech/Dress rehearsals 5-11 pm *Spring show #1* -Performances 5-11 pm

# (matinee on Sun. 11-5 pm)

Week Seven *Spring Show #1* -Performances

# 5-11 pm (matinee on Sat. & Sun. 11-5 pm)

# Weeks Seven, Eight, Nine Build Spring Show #2

# Week Ten *Spring Show #2*-Tech/Dress rehearsals 5-11 pm

Week Eleven *Spring Show #2* –Performances 5-11 pm

(matinee, Sunday 2pm)

Week Twelve *Spring Show #2* erformances

# 5-11pm (matinee on Sat. & Sun. 11-5 pm)

Week Thirteen Last day for makeups

Week Fourteen Build DWD, clean-up

Week Fifteen November 30th-Decmber 5th Dances We Dance-Tech/Dress/Performances 5-11pm