THEA 4304: Theatre Practicum for Non-Majors  
Fall 2017  
Fox Fine Arts Center room 271D

**Contact Information:**
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Office Phone: (915)-747-7853  
Office Hours: MW 9:30-10:20 and by appointment  
Email is the best way to get a hold of me. I check my email very frequently and will get back to you as soon as I can. During the week I will respond to all questions within 24 hours. However, if you email me on the weekend or over a school holiday don’t be surprised if I don’t get back to you until Monday morning.

**Course Objectives:**
- The purpose of this course is to give each student the opportunity to learn skills needed for the technical and support areas of play production.  
- To give students an understanding of the work necessary to put a production together.

**Required Materials:**
- Tennis shoes (that you don’t mind getting dirty)  
- Pants (jeans that you can get paint on)  
- A hair tie if your hair is longer than your shoulders  
- A small bin with a lid that is large enough to put all of these items in

**Requirements:**
A minimum of 80 hours must be completed to satisfy the requirements of this course. You can choose to obtain some hours by working on a running crew. Times and Dates for shows are attached. Each crew assignment is weighted based on the duration of the run of the show. Grades will be based on whether you complete the required hours and the crew assignment. The quality of your work, your performance, and your attitude in the work place will be assessed. There will be no partial credit for incomplete hours. If you do not complete the required hours and the running crew assignment during the semester, an “F” will be given.

- **Crew Option:** Shop hours + crew hours = 80 hours (5 shop hours a week)
- **No-crew Option:** Shop hours = 80 hours (7 shop hours a week)

**Attendance:**
You will be asked to provide a schedule of times (attached) that you are available for work in the shop. Work must be done in minimum two-hour blocks. Once you have set your schedule there will be no rescheduling. If you cannot make your scheduled time on a given day please notify your supervisor ahead of time to reschedule a time later that week.

**Running Crew:**
If you decide to work on a running crew for your area, and you complete the crew work satisfactorily, you will receive hours as credit based on the number of scheduled rehearsal & performance dates. crews are limited in number and you must commit to every date/time listed for that production. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade.  
Wardrobe crew consists of attending crew watch, all dress rehearsals, and all performances of a given show. A crew member’s duties include washing and ironing laundry for the show, checking costume items in and out for every show, helping the actors get dressed & apply their make-up, and running quick changes. Attached to the syllabus is a calendar which includes the dates for each show. The call times are variable and are subject to change by the stage manager of that production. The average call time for evening performances and most rehearsals is 6pm to 11pm. For matinee performances the average call time is 9am to 1 pm (for all matinee performances students will receive a letter excusing them from their classes). Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew no partial credit will be given. Running a show is a commitment to the actors, crew, designers, audience and the rest of the theatre department will be depending on you!!!
Policies:
- It is the student’s responsibility to record their hours. Unrecorded hours will not count towards your total hours.
- It is each student’s responsibility to dress properly for the work place, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
- It is the responsibility of the student to fulfill all the requirements to the best of her/his abilities. If a student is unclear about anything on the syllabus, s/he should seek clarification from the instructor.
- Work must be done in minimum two hour blocks.
- Once you have set your schedule there will be no rescheduling.
- If you cannot make your scheduled time on a given day please notify your supervisor ahead of time to reschedule a time later that week.
- Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade.
- You will be asked to provide a schedule of times (attached) that you are available for work in the shop.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.
- Any student who, because of a disabling condition, requires special arrangements to meet course requirements should contact the instructor in person as soon as possible. If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. Any request for special accommodations must be presented by the second week of class.

Grading:
- In order to receive an A you must complete all of your hours AND turn in your final paper by 5pm on the last day of class.
- If you complete all of your hours you will receive a B as your final grade.
- If you do not complete all of your hours you will receive an F as your final grade.

Final Paper
Practicum THEA 4304

In order to receive an A in this class the student is required to prove that they have successfully reached the Course Objectives as stated in the syllabus, which are:
- Learn skills needed for the technical and support areas of play production.
- Understand the work necessary to put a production together.

In order to do this a student has the opportunity to write a 2-3 page paper answering the following questions:
1. What new skills did you learn while completing your shop hours?
2. What skills did you improve while completing your shop hours?
3. How did the work that you performed during your shop hours affect this semester’s productions?
4. How would these productions be different if you had not contributed?
5. How might some of the tasks affect future productions?

The final paper must be 2-3 typed pages double spaced with 1” margins. The paper is due no later than 5pm on the last day of class (Thursday before finals week). You may email the paper to me. No late work will be accepted!!!!!

This paper does not count for extra credit and will not be accepted in exchange for hours.
If you do not complete your hours but you do turn in the final paper your final grade will still be an F.
If you do complete all of your hours but do not turn in the final paper your final grade will be a B.
If you do not turn in the final paper before 5pm on the last day of class your paper will not count for a grade.