I. INTRODUCTION

A. This course when completed with a passing grade, fulfills three semester hours credit. It is a prerequisite for most Theatre/Drama courses and counts toward fulfillment of the Performing Arts requirement in many performing arts related fields.

B. This course will fulfill an elective in some areas. Theatre Practicum is an application course for all Theatre majors and serves as a general elective for any student.

C. This course is related to all Theatre Arts occupations and to any liberal arts study field.

D. Prerequisite: Instructor Approval

E. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and Foundation skills (F).

II. OVERALL LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

A. Apply an understanding of the performer, designer and technician role as a member of the production unit.

B. Manage the “house” and its physical elements.

C. Utilize a theatre vocabulary.

D. Develop professional skills as a designer/manager during rehearsals and performances of the productions.

E. Discuss an understanding of live performance art.
F. Support our theatre arts on campus through collaboration with fellow students and faculty/staff supervisors.

G. Utilize team skills when working in a small group environment.

(C1, C5, C6, C7, F1, F2, F5, F6, F7, F10, F11, F12, F13, F14)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. References: (can be found at the Library’s Reserve Desk)

IV. COURSE REQUIREMENTS

A. Each student must obtain 80 (96 course) clock hours including meeting and preparation. Participation is everything in this course. There are three main options to achieve these hours:

   a. Design: (option 1) students will participate in one or more of seven design categories; Set, Props, Costume, Make-up, Light, Sound Designer and/or House Manager. Each student will be expected to fulfill his/her commitment to the Fall/Spring production. A “production calendar” will be issued.

   b. Stage Management: (option 2) two students will be selected as Stage Manager and Asst. Stage Manager. Each student will be expected to fulfill his/her commitment to the Spring production. A “production calendar” will be issued.

   c. Acting: (option 3) on rare occasion students may have the opportunity to work as an actor. However, they must be present at all rehearsals along with other students in this course helping with design where they are needed. Also, they must accept a lead role with a majority of the dialogue. A “production calendar” will be issued.

B. Portfolio/Promptbook: (in lieu of a final exam) each student will compose & prepare a portfolio/prompt book covering their current production work.

C. Quizzes: all class quizzes must be completed and turned in on time. Students are expected to bring all necessary materials to class.
D. **Class Participation:** Students are expected to practice the following guidelines to ensure positive class participation:

1) Students must attend every class, be on time, and remain throughout the class. Due to the compact nature and abbreviated length of class; absences and tardiness reflect negatively on the final grade.
2) Students are expected to maintain civility, courtesy, and scholastic honesty.
3) Students are expected to participate fully in class.
4) Students are expected to complete all class projects in a timely manner.
5) Students will be expected to maintain their work area.

V. **EXAMINATIONS**

A. None

VI. **SEMESTER GRADE COMPUTATIONS:**

<table>
<thead>
<tr>
<th>Project</th>
<th>Points</th>
<th>Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Weekly Assessment/Projects</td>
<td>70%</td>
<td>90-100= A</td>
</tr>
<tr>
<td>(participation, tardiness and absences are reflected in this grade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portfolio or Prompt Book</td>
<td>20%</td>
<td>80-89= B</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>70-79= C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60-69= D</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

VII. **NOTES & ADDITIONAL INSTRUCTIONS**

A. **Withdrawal from course:** If a student is unable to continue in the class, it is his/her responsibility to properly withdraw.

B. **Administrative Withdrawal:** Students may be administratively withdrawn from the class when their absentees exceed a total of three (3) class meetings in a sixteen-week semester. Two times tardy will count as one absence.

C. **Incomplete Grade:** The college catalogue states, “an incomplete grade may be given in those cases where the student has completed the majority of the course work, but, because of personal illness, death in the family, or military orders, the student is unable to complete all the requirements for the course… It is the
responsibility of the student to arrange with the instructor…to complete the course and change the “I” grade within the specified time.”

D. **Make-ups:** The student will be present and on time for all presentations & exams. If unusual circumstances or emergencies should occur and you are required to be absent from class on a due date, special arrangements should be made with the instructor.

E. **The Final Exam** will be administered on the scheduled day and time as published in the schedule bulletin unless noted otherwise.

F. **Topic Approval:** topics chosen by the student for each assignment must be approved by the instructor.

G. **Return of Graded Assignments:** written feedback of oral reports & play reports will not be returned until all students have completed said assignment.

H. **Audience Behavior:** being a good audience member and team player is essential to understanding the nature of theatre. Please do not leave class during lecture or film viewing.

I. **Grading:** grading is highly subjective in theatre courses due to the artistic nature.

J. **Demonstrating teamwork, ethics (on time, meeting your commitments, etc.)** are essential to the process.

K. **Tardy:** Your willing participation in this course makes up most of your final grade. Students are expected to arrive on time. *An unexcused absence during technical and dress rehearsals or final performances is unacceptable.* 2 times tardy equal 1 class absence. Only 3 absences are allowed during a semester.

L. **Disability Support Services** provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
VIII. PLAY ATTENDANCE ETIQUETTE

A. No one will be seated after a performance has begun until intermission. If you are late, please plan to stand until you can be seated by an usher without disturbing the other theatre patrons.
B. NO FOOD OR DRINK ALLOWED IN THE THEATRE AT ANY TIME!
C. Do NOT leave during a performance unless it is absolutely necessary.
D. Please refrain from loud talking during the performance.
E. Please turn off all cell phones, pager, & other devices.

IX. CLASSROOM GROUND RULES

1) All discussions of your grade including assignments, attendance, tardiness, etc. should take place during office hours.
2) Please turn off all cell phones, pagers, & other devices.
3) Please do not leave the room during class. Although we are in an auditorium, proper classroom practices will be the student’s responsibility.
4) NO FOOD OR BEVERAGE IN CLASS!
5) READ YOUR SYLLABUS! This is the first item I turn to when I am trying to help you with the class.
6) The classroom is an inappropriate place for children.

X. COURSE OUTLINE

1. Lesson One: Theatre as visual art

• Learning Outcomes: Upon successful completion of this unit, the learner will demonstrate an understanding of the various visual/auditory elements to theatre production, i.e., set, lights, costume, makeup, composition, etc.

• Learning Activities:
  • Instructor lecture & demonstration
  • Class discussion
  • Reading assignments
  • Theatre tour
  • Light board demonstration.
  • Makeup workshop
  • Fundamentals of set composition
  • Rehearsal
  • Production Meetings

• Equipment & Materials: Stage Manager’s Handbook & Designer Handbooks
• **Audio-Visals:** *as necessary*

• **Lesson Outline:**
  - Introduction to design
  - Moving visuals: lighting
  - Working with metaphor
  - Static visuals: set & costume
  - Rehearsal & performance

  (C1, C5, C6, C7, F1, F2, F5, F6, F7, F10, F11, F12, F13, F14)

### 2. Lesson Two: Theatre in production; the business of theatre

• **Learning Outcomes:** Upon successful completion of this unit the learner will identify and utilize the proper techniques for building and managing a theatrical production.

• **Learning Activities:**
  - Instructor lecture
  - Class discussion
  - Box office practices: publicity, marketing, ticket sales
  - Managing a House: ushers, concessions
  - The role of the Stage Manager: running the production
  - Rehearsal
  - Performance
  - Production meetings

• **Equipment & materials:** Stage Manager’s Handbook & Designer Handbooks

• **Audio-Visals:** *as necessary*

• **Lesson Outline:**
  - Preparing a production flyer
  - Preparing a production program
  - Tracking ticket sales
  - Running a technical rehearsal, cue to cue
  - Running a dress rehearsal
  - Setting a prop table

  (C1, C5, C6, C7, F1, F2, F5, F6, F7, F10, F11, F12, F13, F14)

### 3. Lesson Three: Theatre as Production Art & Focus/Portfolio Review & Transfer/Exit Strategy
• **Learning Outcome:** Upon successful completion of this unit the student will demonstrate an understanding for the nature of the craft of overall production and execution. The student will also review and discuss the work accomplished in this class.

• **Learning Activities:**
  - Instructor lecture & demonstration
  - Class discussion
  - Vocal warm-ups
  - Ensemble exercises
  - Production meetings

• **Equipment & Materials:** Stage Manager’s Handbook & Designer’s Handbook

• **Audio-Visuasl:** *as necessary*

• **Lesson Outline:**
  - The Preproduction process review
  - Fundamentals of theatre etiquette
  - The Production Process review
  - Post-production review
  - Portfolio/Prompt Book Review and Assessment

  (C1, C5, C6, C7, F1, F2, F5, F6, F7, F10, F11, F12, F13, F14)