

**SPRING 2012 SYLLABUS**

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Scroll down to Students and click THEA 125 Practicum Syllabus.

**THEA 125. Theatre Practicum**

**1-2 hours credit**

Provides supervised experience in theatre production and performance. May be repeated for a total of eight credit hours; only two hours may count toward the Design & Production or Performance tracks. Prerequisite: Permission of the instructor. (P/F)

- Practicum is an experiential learning course supervised by theatre faculty to provide the student with a practical application of theatrical theory.
- The student will develop skills and abilities for the theatre through supervised experience in a selected topic: Performance, Stage Management, Costume Crew, Scene Crew, Lighting Crew, Sound Crew, or Stage Crew.
- The student will be responsible for completing and documenting practicum hours that are approved and signed by the assigned supervisor. Hours will be determined by rehearsal, performance and/or production schedules. Specific crew tasks will require signing up on posted schedules.

**Required Materials**

1. No textbook is required but a “quick reference” folder with pen is required to file the syllabus, policies and procedures that must be brought to every practicum experience.

**Learning Objectives**

1. Be self-motivated in seeking hours and a variety of tasks to complete.
2. Deliver assigned work or tasks in correct form and on time.
3. Use time-management skills to schedule and complete required hours.
4. Demonstrate the ability to work hands-on with the various aspects of theatre productions.
5. Develop shop skills and safety practices to use in the theatre.
6. Develop professional courtesy in the theatre.

**Assignments**

1. Time Card. Document and maintain a record of earned practicum hours with a time card available from the department office; 50% or more of the required hours must be completed by mid-semester. **Time card entries must be signed and approved by the assigned supervisor**. Submit time card to **assigned supervisor** twice a semester for evaluation; see outline for due dates.
2. Final Essay. Write a typed 750-word final essay on the practicum experience that responds to three questions: How did you meet the learning objectives? What specific skills or abilities did you learn and apply? How did this practicum experience support your track of study and your understanding of theatre as a profession? Submit one hard copy to **assigned supervisor**; see outline for due date.

**Pass/Fail Grade**

The Pass grade requires a “C” or better essay and cumulative documented hours:

	Pass	Fail
1 credit hour	45 or more hours	0-44 hours
2 credit hours	90 or more hours	0-89 Hours

## Outline

Week 1	Mon Jan 30	Semester Begins <a href="http://www.salisbury.edu/theatreanddance/">http://www.salisbury.edu/theatreanddance/</a> <ul style="list-style-type: none"><li>• Syllabus posted on the department website. Print and read, and sign and submit Safety Agreement by date due.</li><li>• Meet with assigned supervisor to schedule practicum hours. Faculty office hours and locations posted on the department website; scroll down to Department and click Faculty &amp; Staff.</li></ul>
	<b>Fri Feb 3</b>	<b>Safety Agreement Due</b> (submit to Department Office). Drop/Add Ends
Week 2	Mon Feb 6	Document Practicum Hours
Week 3	Mon Feb 13	Continue
Week 4	Mon Feb 20	Continue
Week 5	Mon Feb 27	Continue
Week 6	Mon Mar 5	Continue
Week 7	Mon Mar 12	Continue
		Spring Break – Campus Closed
Week 8	<b>Mon Mar 26</b>	<b>Time Card Due</b>
	Wed Mar 28	Midsemester
	Fri Mar 30	Last to Withdraw from Course
Week 9	Mon Apr 2	Continue
Week 10	Mon Apr 9	Continue
Week 11	Mon Apr 16	Continue
Week 12	Mon Apr 23	Continue
Week 13	Mon Apr 30	Continue
Week 14	Mon May 7	Continue
	<b>Fri May 11</b>	<b>Essay and Time Card Due</b> Class Ends. Final exam is not required.

## Policies

1. Academic Integrity. All forms and incidences of academic misconduct are dealt with in accordance with university regulations and are subject to disciplinary action including, but not limited to, separation from the university. The Department considers academic misconduct to be a serious offense and expects that all students have read and understand the University's policy on academic misconduct and thereby agree to honor these standards ([www.salisbury.edu/Students/handbook/welcome.html](http://www.salisbury.edu/Students/handbook/welcome.html)).
2. Attendance. While this course does not have a regularly scheduled class meeting, attendance and commitment to a task at a scheduled time is mandatory and required. The student who fails to arrive on time as scheduled causes delays in the production process and will have problems completing the course satisfactorily. Supervisors will reassign any task if a student does not show as scheduled.
3. Professionalism. Treat one another with respect and sensitivity in both word and deed. Please address directly and with calm respect anyone whose behavior causes you any discomfort. If you are not satisfied, please bring it to the attention of your assigned supervisor.
4. Safety Rules and Regulations are strictly enforced. Regardless of the type of practicum activity, all students in all tracks are required to:
  - a. Read and sign a "safe and proper use" statement on shop tools.
  - b. Sign-in on the schedule before reporting to work in shop.
  - c. Do not eat or drink in the theatre, backstage or control areas.
  - d. Clean up by hanging costumes and keeping the make-up, light grid, and paint areas neat and tidy.
5. Work Call. In addition to on-going production schedules, there will be specific work call days (e.g., paint or construction) that prepare the opening and strike the closing of a production.
6. Writing Across the Curriculum. This course meets the university expectation for students to demonstrate "the ability to express ideas in a logical, organized and convincing manner" with a correct use mechanics.

## Safety Rules, Practices and Procedures

As a general rule and before beginning any project involving the use of tools or material in theatre shops, the following safety rules, practices and procedures must be considered fundamental knowledge.

1. **The use of tobacco products of all kinds is forbidden in the shops and theatres of Fulton Hall. No one will be allowed to participate in shops, rehearsals or performances while under the influence of alcohol or narcotics.**
2. Professional theatre conduct code: treat everyone with honor, civility, and mutual respect in thought, word and deed.
3. Please bring any and all problems, **regardless of their nature** to the attention of the shop manager, technical director, or assigned supervisor.
4. If you don't know, ASK! Do not operate any tool, use the personal lift or use anything in the work spaces of the theatre without training. Request and receive adequate instruction before operating any of the tools. Always use extreme caution at all times.
5. Use eye protection whenever cutting, sanding, drilling metal or grinding. Wear gloves when dealing with rough materials or focusing lights. Wear a particle mask whenever sanding or working with aerosol paints and polystyrene materials. Use ear muffs whenever cutting with power saws for ANY length of time. Use Push Sticks for the table saw.
6. Always keep your eyes on moving object and especially saw blades.
7. Keep the Grid clear of objects. Use tools with tethers on the grid. ALWAYS use safety cables on lighting instruments.
8. Watch where you step or reach. Use extreme caution with over head storage.
9. Report for work in attire suitable for the job. Working in the stage and shop is dirty business. Heavy work clothes or clothes that you are willing to sacrifice to get the job done are required. You need clothes that will take heavy wear and afford comfort and freedom of movement. Long pants are required.
10. Long hair should be tied back securely or confined in a scarf or cap. Loose hair will obstruct your vision or become entangled in rotating tools. Remove jewelry, a very dangerous hazard.
11. Always wear shoes that cover the foot completely and with a sole thick enough to take a small nail. No sandals, flip-flops or platform shoes are allowed. ABSOLUTELY NO BARE FEET!
12. Be constantly alert for foreign objects in the lumber. Nails, screws and staples are commonly found left in recycled materials. Be aware of the hazards of these dangers. Clean recycled material of foreign objects before restocking.
13. **Know where the first aid kit is kept.** Cuts, scratches and scrapes will happen. Get immediate first aid if it is needed. Report all injuries to the shop manager or technical director who will decide if other help is necessary.
14. Visually inspect all tools before using. Look for frayed wires, broken or missing parts or dulled cutting surfaces. A dull tool is more dangerous than a sharp one. Make sure that safety guards are in place.
15. Use all tools for their intended purpose. Do not use chairs for ladders or ladders that are too short; or screw drivers as pry bars; or, wood chisels as staple pullers.
16. Protect the cutting edges of tools by keeping them off the floor. Return tools to storage if they are no longer in use.
17. Be alert for all unusual occurrences or hazards. Smoke, sparks, flames and leaks of all kinds should be brought to the attention of the shop manager or technical director.
18. **Clean up the shop and after yourself.** Scrap materials, even sawdust, can be hazardous, and all clutter inhibits shop activity and general safety. Make sure the shop is clean and safe at the end of each workday. Do not carry keys or tools away.
19. Please answer the phone if it rings and save and return all receipts to shop supervisor.

## Daily Clean-up Routine

1. Restore all tools and supplies to their proper location to allow for a speedy inventory that will tell what tool is still out.
2. Store lumber and other expendables to an appropriate rack. This helps to keep the floor space open for other users of the building.
3. Clean all stationary tools. Blow off dust; remove scraps and debris, vacuum out crevices, buff table surfaces. In addition to making the tool run better, it makes it safer to operate.
4. Completely sweep/vacuum the shop, all stairs and/or theatre. This is an absolute rule for improving safety, improving efficiency, and to prevent the spread of dirt to the rest of the building.
5. Restock fasteners, return drawings to the td, and when needed cap all paints, clean loose paint pails and **completely clean all paint brushes and tools.**
6. Dump the trash barrels to the larger receptacles out doors.
7. Make sure the loading dock and drive is free of debris and screws/nails.
8. Make sure the prop-house, and all store-rooms are locked and lights are out, with **aisle spaces restored.**
9. Make sure the dust collection equipment has been emptied of sawdust.
10. Make sure you have checked your pockets for tools, keys (especially mine) and hardware.
11. **Finish the clean up! Improve the shop each day.**

## Work Accident Procedures – Student Employees

Follow these procedures from the Office of Human Resources in the event of a student employee accident:

1. Call 911 or 9-911 if immediate paramedic attention is required.
2. If necessary, arrange for immediate medical attention for the injured worker; a department faculty/staff representative must accompany the injured worker. The approved medical providers are:  

<u>Regular Working Hours</u>	Peninsula Industrial Medical Center/Main Street Med Center Phone: 410-548-2700    Hours: M/W/F 8 a.m. to 8 p.m. and T/R 8 a.m. to 5 p.m. 727 East Main Street, Salisbury
<u>All Other Hours</u>	Emergency Room/Peninsula Regional Medical Center Phone: 410-546-6400 100 Carroll Street, Salisbury
3. Immediately call Human Resources at 36035 to report the accident. Be prepared to provide the injured worker's name, a description of the injury, and medical provider information if applicable. It is important that the Human Resources be provided with this information immediately. If the injured employee is in need of a prescription, steps need to be taken so that the injured employee will not have any out-of-pocket expenses. Upon receipt of this information, Human Resources will call the Injured Worker's Insurance Fund (IWIF) to report the accident. Failure to do so results in the report being flagged. It could also result in delays in services provided to the injured worker and delays in payments to the medical provider.

## Work Accidents – Students in Classes and Productions

1. Call 911 or 9-911 if immediate paramedic attention is required.
2. Call the University Police at 410-543-6222 or 36222 by campus phone.
3. If EMT attention is deemed unnecessary, arrange for medical attention with Student Health Services by calling 36262.

## Department of Theatre & Dance

### Safety Agreement (*print and detach*)

The execution of practicum activities requires strict adherence to rules, methods and procedures for the safe use of equipment. You are required to read and sign that you acknowledge the following statements.

Please initial after each statement on the line provided:

1. I have been informed of the risks associated with shop and production work and have received instruction in safety, first aid and environmental procedures.  
\_\_\_\_\_
  
2. I have been provided with a list of the safety and environmental procedures for this course and production work. \_\_\_\_\_
  
3. I agree to comply with all safety and environmental procedures and to report unsafe behavior, conditions or equipment to the Technical Director. \_\_\_\_\_
  
4. I acknowledge that noncompliance with safety and environmental procedures will be grounds for removal from the activity, the classroom and / or for a reduction in grade (according to the best judgment of the assigned supervisor).  
\_\_\_\_\_
  
5. I have read and initialed the above statements to acknowledge that I understand each statement and will fully comply with all safety and environmental procedures. \_\_\_\_\_

Print your full name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

THEA 125 Theatre Practicum /Section \_\_\_\_\_

Submit Safety Agreement by date due to Department Office.