

## Course Information

Date Submitted: 12/3/2015

Current Prefix and Number: TA - Theatre , TA 390 THEATRE PRACTICUM

Other Course:

Proposed Prefix and Number: TA 390

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

## 1. General Information

a. Submitted by the College of: FINE ARTS

b. Department/Division: Fine Arts - Theatre Arts

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Nelson Fields

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Phone: 7-6459

Responsible Faculty ID (if different from Contact)

Name: Nancy Jones

Email: [nancy.jones@uky.edu](mailto:nancy.jones@uky.edu)

Phone: 7-8166

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

## 2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: THEATRE PRACTICUM

Proposed Title: THEATRE PRACTICUM

c. Current Transcript Title: THEATRE PRACTICUM

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

Proposed Meeting Patterns

PRACTICUM: 1

f. Current Grading System: Pass Fail Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 1

Proposed number of credit hours: 1

h. Currently, is this course repeatable for additional credit? Yes

Proposed to be repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 8

If Yes: Will this course allow multiple registrations during the same semester? Yes

2i. Current Course Description for Bulletin: The study and practice of production, performance, or directing techniques through rehearsal and performance. May be repeated up to eight credit hours. At least four hours production related activities per week. Pass/Fail only.

Proposed Course Description for Bulletin: The study and practice of production, performance or directing techniques through rehearsal and performance. This course may be repeated to a maximum of eight credit hours.

2j. Current Prerequisites, if any: Prereq: Consent of instructor and filing of prospectus.

Proposed Prerequisites, if any:

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components? NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

**TA 390**  
Theatre Practicum

<b>Instructor:</b>	All members of the faculty supervising production is assigned a section of this course. This includes directors, designers and technical faculty.
<b>Office Address:</b>	varies depending on the faculty member
<b>Email:</b>	varies depending on the faculty member
<b>Office Phone:</b>	varies depending on the faculty member
<b>Office Hours:</b>	varies depending on the faculty member

**Course Description:**

The study and practice of production, performance or directing techniques through rehearsal and performance. This course may be repeated to a maximum of eight credit hours. Prerequisite: Consent of instructor and filing of prospectus.

**Student Learning Outcomes**

By the completion of the course the successful student will

1. demonstrate an enhanced understanding of the process of acting and/or production
2. show ability to work as part of a team
3. apply problem-solving skills to assist in the successful running and/or performance of a stage production

**Required Materials:**

- Text of the play assigned as part of the project.
- Research materials as dictated by the project.
- Read Student Handbook
- Read Design & Production Manual

**Description of Course Activities and Assignments**

**(DUTIES FOR PERFORMANCE AND PRODUCTION)**

- Thoroughly read the text of the play.

**For actors**

- Attend all rehearsals as dictated and arranged by the director and stage manager – on time and prepared.
- Learn the blocking and memorize lines of the text as directed by the due dates.
- Research and backstory as needed to create an authentic character on the stage
- Fulfill duties in the costume shop: measurements and fittings as dictated by the stage manager.
- Attend and actively participate in all technical, dress rehearsals and performances.
- Problem-solve and collaborate as necessary during the rehearsal and performance process.
- Always perform your duties using professional conduct and respect for fellow performers and technical personnel.

**For technicians**

- Load-in of assigned area – scenery, costumes, lighting
- Observe a run-thru of the play prior to technical rehearsals

- Attend and actively participate in all technical, dress rehearsals and performance as directed by your faculty supervisor learning your cues and assigned duties – on time and prepared to work.
- Problem-solve and collaborate as necessary during the rehearsal and performance process.
- Always perform your duties using professional conduct and respect for fellow technical personnel and performers.
- Attend to strike duties as necessary.

#### **For Stage Managers**

- Attend all blocking and run-through rehearsals as dictated by the director – on time and prepared.
- Keep an up-to-date prompt script. Supervise the assistant stage managers to make the best use of their time and yours.
- Attend all design and production meetings and take notes making sure they are distributed to all members of the production team.
- Attend to duties in the costume shop, measurements and fittings of the actors as requested by the costume director.
- Attend and actively participate in all technical, dress rehearsals and performances.
- Distribute rehearsals and performance reports in an efficient and timely manner to all members of the production team.
- Problem-solve and collaborate as necessary during the rehearsal and performance process.
- Always perform your duties using professional conduct and respect for fellow performers and technical personnel.
- Attend to strike duties as necessary.

#### **Course Assignments/Summary Description**

This will vary from assignment to assignment and, may be more thoroughly defined in the prospectus. See Course Description and Activities above for a list of possible duties each student might be asked to perform.

**Grading Scale** – The following questions will be used to evaluate the student’s performance. It will also be more thoroughly defined in the Learning Contract based on the specific project.

1. How well did the students carry out assigned tasks?
2. Did they complete those tasks on time and in a timely manner?
3. How well did the student communicate with members of the production and performance team and staff?
4. Did the student take initiative?

#### **A 90%-100%**

- A represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. (EXCEPTIONAL)
  - For this class, the student demonstrates high levels of initiative as well as leadership skills. They are always early to call, present and never have to be reminded of the job they have been assigned to perform. Their performance leaves no doubt as to their contribution to the success of the production.

- B 80%-89%**
- B represents a high achievement as a result of ability and effort. (ABOVE AVERAGE)
    - For this class, the student demonstrates initiative and performs their duties in a consistent and efficient manner. They are early to call and always willing to help and rarely have to be reminded to be present and perform their duties. They also learn the job assigned quickly and are able to assist in making the production successful.
- C 70%-79%**
- C represents satisfactory achievement. (AVERAGE)
    - For this class, the student that receives a C simply shows up and is present for their calls. They show little or no initiative and performance of duties are mediocre at best.
- D 60%-69%**
- D represents unsatisfactory achievement. (BELOW AVERAGE)
    - For this class, the student is consistently not performing their duties, missing cues or late to call. The supervisor consistently has to remind or find them to perform their duties.
- E 59%-0**
- E represents unsatisfactory achievement and failure.
    - For this class, the student performs D work and misses one or more calls.

### **Final Exam Information**

- There is no final exam for this course.

### **Mid-term Grades**

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/content/academic-calendar>)

### **SIGNING UP FOR A PRACTICUM**

In order to sign up for Practicum, you must obtain a Practicum form (prospectus) from the main office, fill it out and have the instructor sign it. You will then be able to register for the class in the Dean's office. Upon completion of your duties, the instructor will sign it and give you a grade.

### **Attendance Policy**

#### **Excused Absences**

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php)).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

### **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

### **Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rules 6.3.1* (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **Accommodations due to disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/DisabilityResourceCenter>.

### **Tentative Course Schedule**

The course schedule for this course, like an independent study will always be TBD on the prospectus. Your schedule may be outlined in detail for technicians and actors, some productions may be part of a class or more fluid and organic during the rehearsal period.

## **Backstage at the Guignol Theatre**

### **Crew Member Etiquette**

As a member of the crew, first and foremost it is expected you will at all times maintain a sense of professionalism. As such, crew members would follow these general guidelines.

- Wear dark clothing, preferably dark blue or black, to minimize the distraction to the audience if you are seen. Long sleeves and full length pants are required. Wear sturdy rubber-soled shoes (no sandals or flip-flops). Sturdy shoes protect your feet and the rubber soles minimize noise.
- Be sure to show up **on time** for your crew call. Sign in on the call board and check with your crew head for work. If for some unforeseen reason you will be delayed making your call time, it is expected you will call your crew head and let them know. Missing a performance or rehearsal is not acceptable unless a documented excused absence. See absence policy above. For excused absences makeup work will be determined on a case by case basis.
- Do not talk with other crew members backstage during rehearsals or performances unless it is about the business of the production. Then talk only in low whispers.



- Do not talk to the actors backstage during rehearsals or performances unless it is about the business of the production. Their job – acting – takes a great deal of concentration, and they shouldn't be distracted – and – neither should you. Your job – as a crew member – also requires a great deal of concentration.
- Smoking is not permitted on the UK campus.
- Never have food or drink backstage. Water in covered containers for actors is permitted when necessary.
- Respect the stage during your call. Do not “break proscenium unless you are assigned a task during the rehearsal or performance. That means do not do through the stage area to the house for any reason once the rehearsal or performance has begun.
- Watch sight lines. Be aware that if you can see seats in the house from backstage, then audience can see you.
- Never sit on prop furniture or play with props or costumes. These are not toys. Touch them only if assigned to handle them during the rehearsal or performance.
- Maintain focus. Always be aware of where we are in the course of the show and what your responsibilities are. Horseplay and joking around can result in missing a cue or not getting assigned tasks completed. This type of behavior can result in mistakes or missed cues. One mistake on your part can at best stop the show in its tracks and at worst endanger the lives of you and your friends.

### **Performer Etiquette**

As a member of the acting ensemble, first and foremost it is expected you will at all times maintain a sense of professionalism. As such, actors and performers would follow these general guidelines.

- Always come to rehearsal properly dressed.
- Arrive 5-10 minutes early for rehearsal.
- Always be properly warmed up before rehearsal.
- Don't give notes to fellow actors.
- Be respectful of the stage manager, assistant director and production crews.
- No eating in the rehearsal hall.
- No unnecessary talking backstage.