Course Syllabus for Theatre Production Participation (190, 290, 376, 384, 390B, 490B): Cast Members – SPRING 2015

Course Description: Participation in various aspects of Theatre CSUN’s production program: cast members.

Instructor of Record: Matthew Jackson
Phone: (818) 677 – 4789
E-mail: matthew.jackson@csun.edu

Office Hours (TH 162):
Tuesday 12:30pm – 2:30pm,
Friday – 12:00pm – 2:00pm, or by appointment

Department of Theatre Student Learning Outcomes/Course Objectives: (The student will know and be able to...)  
1. Process sensory information and respond to sensory information through the language unique to theatre.  
   -Students will understand the function of, and learn to operate, technical equipment unique to the environment of theatre.  
   -Students will hold a job unique to the environment of theatre and perform the duties of that job. They are required to be knowledgeable, and use language, of the unique theatrical environment in which they will be working as well as perform specific job duties while immersed in the creation and execution of a theatrical production.  
2. Apply their knowledge of artistic and theatre processes involved in the discipline of theatre.  
   -Students will be expected to apply knowledge gained in the classroom to prepare for each production. These duties may include, but are not limited to, building or setting up, maintaining, and striking show-related equipment, goods, or scenery.  
5. Develop intra and interpersonal skills essential to the collaborative process in theatre.  
   -Students will work on crews alongside faculty, staff, fellow students, and industry professionals practicing roles as they are performed in the field of theatrical production.

This course serves to...  
- Build an understanding and appreciation of the practical functions of theatrical production techniques.  
- Facilitate successful communication.  
- Identify artistic needs of a production and prepare needed information and materials for cast and crew accordingly.  
- Teach coordination of information needed for productions.  
- Investigate collaboration of people and resources in order to successfully facilitate the creation and run of a show.

Student’s Responsibilities:  
- Accept and fulfill the requirements for you assigned position from the listed start date through the closing of the show to which you are assigned. **Conflicts are not permitted during tech rehearsals, dress rehearsals, performances, or strike. Please note the posted schedule. Any unexcused absences during these periods will result in a failing grade.**  
- Actively participate and actively listen in the production process.  
- Attend all calls on time prepared to work and meet all deadlines including those associated with having material memorized (or being "off book").
-Complete any written assignments (character work, journaling, and musical/blocking notation, etc.); all paperwork must be neat and accurate.
-Collaborate with your fellow students, staff, faculty, and guest artists.
-Always ask questions if you are unclear on any assigned work.

NOTE: Students enrolled as cast members may be required to purchase, as laboratory supplies, tools/materials crucial to the fulfillment of their role. These may include, but are not limited to:

- office supplies (pens, pencils, paper, binders, folders, rulers, etc.)
- personal care items (theatrical make-up, hair spray, sponges, etc.)
- clothing (character shoes, appropriate undergarments, etc.)

Course Management:
Required Texts
-The only required text typically will be the script of the production on which you are working, as needed and defined by the Dept. of Theatre. Cast members must have their own copy of the script/text with them at each rehearsal.

Participation/Discussion
-In theatre, participation is a vital element of the creative process. Students are expected to actively participate in the day's activities during any/all call times.
-Any discussion or questions about the day's activities may be directed to a director, stage manager, mentor, or the instructor of record.

Cyberspace Learning
-Each student must have a CSUN computer account and password, a compatible web browser, and reliable Internet access. Given the large number of student computer labs available on campus, the excuse of disabled home computers or interrupted Internet access will not be considered acceptable. Official university e-mails will be sent to your university email account--if you prefer to use a different e-mail source (Gmail, Hotmail, etc.) please have your CSUN e-mail forwarded there.
-You are required to check your CSUN e-mail at least once per day while working on a production team.

Accommodations for Students with Special Needs:
-Individuals with special needs requiring accommodation are asked to contact the course instructor at the beginning of the term so that appropriate support can be offered.

Academic Integrity Policy:
-Academic dishonesty, the act of knowingly and willingly attempting to assist oneself or others in gaining academic success by dishonest means, WILL NOT BE TOLERATED.
 Anyone involved in academic dishonesty on any work will receive a zero (0) grade for the assignment. Additionally, the instructor will take appropriate action with the college.
This may include immediate reports made to the student’s academic advisor and the Department Chair. The full CSUN Academic Dishonesty Policy may be found by visiting:
http://www.csun.edu/catalog/policies/academic-dishonesty/

Evaluation Criteria and Procedures/Assignments:
-Acting assignments require students to attend rehearsals, typically Mon-Fri from 6:00pm to 10:00pm and Sat 9:00am to 6pm, though some directors will adjust that schedule.
-The amount of rehearsal time for students cannot exceed twenty hours per academic week. Private coaching sessions and costume fittings are not included in the accumulated rehearsal hours.
-All students are required to wear appropriate clothing and footwear to rehearsals including closed-toe shoes and, when appropriate, elements of a rehearsal costume (corset, skirt, collared shirt, etc.).
-Actors should never wear white clothing to technical rehearsals unless their costume is specifically white.
- Theatre is a highly subjective activity and the overall impact, quality, and grade of an individual project will be evaluated accordingly.
- No student is ever asked to issue a grade for a fellow student. Similarly, no staff member is ever asked to issue a grade for a student.
- Grading is completed by the instructor of record based upon their observation of the effort and work habits of each individual student in collaboration with the production director. Requests for evaluations of student effort and work habits are sent to collaborating artists that may include guest artists, designers, stage managers, mentors, and production staff members. Any submitted evaluations will be reviewed by the instructor of record who will issue final grades.
## Evaluation Criteria: Students will be graded using the following rubric.

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<thead>
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<th></th>
<th>Excellent A</th>
<th>Above Average B</th>
<th>Average C</th>
<th>Below Average D</th>
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</thead>
<tbody>
<tr>
<td><strong>Preparation for Calls</strong></td>
<td>Student is always prepared and focused for call times. Consistently has all materials and texts for call times. Meets and exceeds deadlines.</td>
<td>Student is mostly prepared and focused for call times. Has materials and texts for call times.</td>
<td>Adequate preparation and focus. Often has materials and texts for call times.</td>
<td>Sometimes is prepared and focused for call times. Some of the time has materials and texts for call times.</td>
<td>Rarely is prepared and focused for call times. Rarely or never has materials and texts for call times.</td>
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<td><strong>Participation</strong></td>
<td>Student responds to the task at hand, participates consistently, and contributes positively to discussions.</td>
<td>Most of the time, student responds to the task at hand, participates consistently, and contributes positively to discussions.</td>
<td>Student sometimes responds to the task at hand, participates occasionally, and sometimes contributes to discussions.</td>
<td>Student often does not respond to the task at hand, nor participates consistently, nor contributes positively.</td>
<td>Student rarely or never responds to the task at hand, nor participates consistently, nor contributes positively.</td>
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<td><strong>Reliability</strong></td>
<td>Never absent or tardy to call time.</td>
<td>Occasional tardiness. One or more absences.</td>
<td>Multiple absences and/or routine tardiness.</td>
<td>One or more unexcused absence and/or routine tardiness.</td>
<td>Multiple absences (at least one unexcused absence) and/or habitual tardiness.</td>
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<td><strong>Behavior/Attitude</strong></td>
<td>Student consistently follows guidelines with a positive and helpful attitude.</td>
<td>Most of the time, student follows guidelines with a positive and helpful attitude.</td>
<td>Sometimes the student follows guidelines with a positive and helpful attitude.</td>
<td>Student does not often follow guidelines and displays a negative or confrontational attitude.</td>
<td>Student rarely or never follows guidelines and displays a negative or confrontational attitude.</td>
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## Evaluation Procedures:
- In this course, you are in full control of your own learning as well as your final grade. Your work will not be compared to other students in the class (or other classes). You will be graded on your effort and attitude, as well as your ability to collaborate effectively. Show up on time, meet your deadlines, express a positive attitude, and work with your team members successfully in order to succeed in this course.
- Active participation is required for full credit.
  - Credit will not be granted for just attending, or waiting for someone to ask you to help.
• Step in if you see the need. The department values proactivity.

• If you know your assigned duties, do not wait for someone to tell you to do them (unless they are to be accomplished at a specific, cued time).

• If you don’t know what to do, ask someone in charge.

• Talking on the phone, texting, e-mailing, Facebooking, etc. is not permitted during work calls. Wait until a break or until the call is over. If your work responsibilities do not require a computer, do not use one. All of the above will be assumed to be a lack of participation and evaluations will be adjusted to reflect this.

• Lateness will not be allowed; you need to be present, dressed appropriately, and ready to work at your call time. Improper attire and or unpreparedness in the work space will be grounds for dismissal from a crew assignment (resulting in no credit earned).

• Attendance to all calls is mandatory. If you are not there, the entire production suffers; if you are not present, it will be reflected in your grade. While there may be opportunities to make up work, there are absolutely no guarantees that any such opportunities will occur.

- Respect the work of others.

• It is every person’s responsibility to ensure that every performance is the best it can be. You are a valuable part of a company of theatrical artists.

• It is every person’s responsibility to ensure that the work environment is safe. Report any safety concerns immediately.

• The actions you take have an impact on the whole project. Sloppy or careless work does not only reflect badly on you, it affects the entire production, and may be dangerous.

- Grades are not negotiated. They are earned.
- No student is excused from a rehearsal or performance unless they have obtained permission in writing from their director, stage manager, production manager, and/or instructor of record.
- No student should be expected to be excused from any part of technical rehearsals, dress rehearsals, performances, or strike. Absences during these periods will result in a failing grade.
- Auditions and work conflicts do not constitute valid excuses. If you think you have a compelling reason to miss a call, you must contact your director (for cast member absences) or your stage manager (for crew member absences) to receive permission in advance. If a serious emergency prevents you from attending a call then you MUST contact the appropriate personnel as soon as possible to see if your reason is sufficient to prevent a lowering of your grade. Any medical excused absences must be documented (a signed note from health care provider, for example).
- Do not be late to calls!

Questions and concerns about the content of this syllabus are welcome and may be directed to the course instructor at any time.

Course Description: Participation in various aspects of Theatre CSUN's production program: technical or managerial-supervisory assignments.

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- Actively participate and actively listen in the technical process.
- Attend all calls on time prepared to work and complete any/all assigned duties.
- Complete all written assignments (which may include running sheets, prop set-up lists, costume check-in/out, plots, etc.); all paperwork must be neat and accurate.
-Collaborate with your fellow students, staff, faculty, and guest artists.
-Always ask questions if you are unclear on any assignment.

**NOTE:** Students enrolled as stage managers, crew members, and designers may be required to purchase, as laboratory supplies, tools/materials crucial to the completion of their duties. These may include, but are not limited to:
- Office supplies (pens, pencils, paper, binders, folders, rulers, etc.)
- Hardware/tools (crescent wrench, scale ruler, flashlight, work gloves, etc.)
- Appropriate clothing (long-sleeved black shirt, black pants, black socks, and black, closed-toe shoes)

**Course Management:**

**Required Texts**
- The only required text will be the script of the production on which you are working, as needed and defined by the Dept. of Theatre. Running crew members are not typically required to have a copy of the script, though it is recommended.

**Participation/Discussion**
- In theatre, participation is a vital element of the creative process. Students are expected to actively participate in the day’s activities during any/all call times.
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Student's Responsibilities:
- Accept and fulfill the requirements for your assigned position from beginning at the start of the semester and concluding prior to the semester's end
- Actively participate and actively listen in the technical process.
- Attend all calls on time prepared to work and complete any/all assigned duties.
- Complete all written assignments (which may include running sheets, prop set-up lists, costume check-in/out, plots, etc.); all paperwork must be neat and accurate.
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NOTE: Students enrolled as shop crew members may be required to purchase, as laboratory supplies, tools/materials crucial to the completion of their duties. These may include, but are not limited to:

- office supplies (pens, pencils, paper, binders, folders, rulers, etc.)
- hardware/tools (crescent wrench, scale ruler, flashlight, work gloves, etc.)
- safety equipment (goggles, earplugs, etc.)

Course Management:
Textbooks
- Shop crew members are not required to have copies of the script for which work is being completed, though it is recommended.

Participation/Discussion
- In theatre, participation is a vital element of the creative process. Students are expected to actively participate in the day’s activities during any/all call times.
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<td>Participation</td>
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<td>Student responds to the</td>
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<td>task at hand, participates</td>
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<td>consistently, and</td>
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<td>contributes positively to</td>
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<td>discussions.</td>
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<td>Most of the time, student</td>
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<td>responds to the task at</td>
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<td>Student sometimes</td>
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<td>responds to the task at</td>
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<td>sometimes contributes to</td>
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<td>discussions.</td>
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<td>Student often does not</td>
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<td>respond to the task at</td>
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<td>hand, and only</td>
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<td>participates and</td>
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<td>contributes on occasion.</td>
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<td>Never absent or tardy to</td>
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<td>call time.</td>
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<td>Occasional tardiness.</td>
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<td>One or more absences.</td>
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<td>Multiple absences and/or</td>
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<td>routine tardiness.</td>
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<td>One or more unexcused</td>
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<td>absence and/or routine</td>
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<td>tardiness.</td>
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<td>Student consistently</td>
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<td>follows guidelines with a</td>
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<td>positive and helpful</td>
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<td>attitude.</td>
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<td>Student does not follow</td>
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<td>guidelines and displays a</td>
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<td>negative or confrontational attitude.</td>
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<td>Student rarely or never</td>
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<td>follows guidelines and</td>
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<td>displays a negative or</td>
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<td>confrontational attitude.</td>
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## Evaluation Procedures:
- In this course you are in full control of your own learning as well as your final grade. Your work will not be compared to other students in the class (or other classes). You will be graded on your effort and attitude, as well as your ability to collaborate effectively. Show up on time, meet your deadlines, express a positive attitude, and work with your team members successfully in order to succeed in this course.
- Active participation is required for full credit.
  - Credit will not be granted for just attending, or waiting for someone to ask you to help.
• Step in if you see the need. The department values proactivity.
• If you know your assigned duties, do not wait for someone to tell you to do them (unless they are to be accomplished at a specific, cued time).
• If you don’t know what to do, ask someone in charge.
• Talking on the phone, texting, e-mailing, Facebooking, etc. is not permitted during work calls. Wait until a break or until the call is over. If your work responsibilities do not require a computer, do not use one. All of the above will be assumed to be a lack of participation and evaluations will be adjusted to reflect this.
• Lateness will not be allowed; you need to be present, dressed appropriately, and ready to work at your call time. Improper attire and or unpreparedness in the work space will be grounds for dismissal from a crew assignment (resulting in no credit earned).
• Attendance to all calls is mandatory. If you are not there, the entire production suffers; if you are not present, it will be reflected in your grade. While there may be opportunities to make up work, there are absolutely no guarantees that any such opportunities will occur.

- Respect the work of others.
  • It is every person’s responsibility to ensure that every performance is the best it can be. You are a valuable part of a company of theatrical artists.
  • It is every person’s responsibility to ensure that the work environment is safe. Report any safety concerns immediately.
  • The actions you take have an impact on the whole project. Sloppy or careless work does not only reflect badly on you, it affects the entire production, and may be dangerous.

- Grades are not negotiated. They are earned.
  - Any student enrolled in an “A” course (390A, 262A, etc.) is expected to complete 60 work hours over the course of the semester. Failure to meet this requirement will be reflected in the student’s evaluation and final grade.
  - Any student enrolled in a “B” course (390B, etc.) is expected to complete 120 work hours over the course of the semester. Failure to meet this requirement will be reflected in the student’s evaluation and final grade.
  - Auditions and work conflicts do not constitute valid excuses for absences. If you think you have a compelling reason to miss an assigned call, you must contact your shop supervisor to receive permission in advance. If a serious emergency prevents you from attending a call then you MUST contact the appropriate personnel as soon as possible to see if your reason is sufficient to prevent a lowering of your grade. Any medical excused absences must be documented (a signed note from health care provider, for example).
  - Do not be late to calls!

Questions and concerns about the content of this syllabus are welcome and may be directed to the course instructor at any time.