

# Syllabus for THTRE 250

## Theatre Practicum

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Room: Fisher Theatre  
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### Course Goals

The intent of this course is to provide students with hands-on experience in Theatre production. Production assignments will be made by the second week of classes following auditions. Each assignment will have different scheduling needs.

### Requirements

1. Completion of the Practicum Survey on Canvas indicating the student's preferred production, role, and any conflicts that may interfere with the completion of the course.
2. Successful completion of all job duties as assigned.
3. Complete attendance to all technical rehearsals, performances, and strikes as required.
  - a. Absence from even one of your assigned shifts is grounds for immediate failure of the course.
  - b. Emergency circumstances will be taken into consideration.
4. Completion of a Response Survey on Canvas detailing the student's work on their assigned production.
5. An active ISU email account.

### Typical Tech Week

A typical production assignment (with the exception of Assistant Stage Manager and other more in-depth positions) is fulfilled over the course of two weeks starting with the first day of tech and concluding with strike. A typical (but not set-in-stone) timeline for a production assignment is as follows:

- Saturday - Potential Tech Day TBD no later than 3 weeks beforehand. Please keep it open at least until the 3 weeks prior date has passed.
- Sunday - Cue to Cue, 12:00 pm to 10:00 pm (with a 2-hour dinner break)
- Monday through Wednesday - Tech Rehearsals, 6:00 pm to 11:00 pm (this is the latest possible end time; end times vary based on the length of the show, often finishing early close to 10:00 pm)
- Thursday through Saturday - Evening Performances, 6:00 pm to 11:00 pm (same rules apply)
- Sunday - Matinee Performance, 11:30 am to 4:30 pm (same rules apply)
- Sunday - Strike, 4:30 pm to End of Strike (the end time varies greatly depending on the show, but a typical strike is between 3-5 hours long)

## Practicum Survey

Students will need to fill out the Practicum Survey posted on the Canvas Course Page for THTRE 250. This survey will allow the student to indicate their preferred production to work on, their preferred production role, as well as list any and all conflicts that currently exist in an effort to be assigned to the least conflicting assignment. Any conflicts submitted after the survey deadline will be considered new conflicts that did not exist prior to the production assignment and will be unilaterally unexcused with the exception of a medical or family emergency. Failure to submit a Practicum Survey will result in a student being assigned to any role the instructor feels would be beneficial to both the student and Department.

## Attendance (50% of Satisfactory Course Grade)

Per the Department of Music and Theatre Curriculum, Performing Arts Majors are only required to complete two credits in THTRE 250 over the course of their tenure at Iowa State University. The average one credit assignment only requires about two weeks of primarily evening commitments. Due to the relatively short nature of the class, students are expected to prioritize the Department of Music and Theatre during their assigned production dates. This means all other extra-curricular activities such as Grandma Mojo's Moonshine Revival Comedy Troupe, any and all Greek Life commitments (Yell Like Hell, Chapter meetings, etc.), and/or any other external activities such as work, volunteer, or personal (weddings, graduations, etc.) endeavors must be scheduled around their assigned production dates. When selecting preferred productions/roles students can indicate any and all existing conflicts and the instructor will do their best to give the student an assignment that will conflict as little as possible. Conflicting activities connected to an Iowa State University course (band, choir, etc.) or active military duties will be given extra consideration if indicated in the student's initial conflicts. The Department of Music and Theatre encourages students to pursue a wide and diverse range of opportunities during their time at Iowa State University, however, our productions cannot succeed without every member of the team giving it their all. If a student is unable to arrange their schedule to accommodate their assigned production dates, they should contact the instructor immediately to arrange a solution. If a solution cannot be arranged, it may be necessary for the student to drop the course for the current semester and try again when their external commitments are more flexible. Please note that an unexcused absence during the student's assigned production dates, especially one that was submitted and not given approval, may be grounds for immediate failure of the course regardless of the student's performance during the rest of the production. The only exceptions to this rule will be medical or family emergencies.

## Response Survey (50% of Satisfactory Course Grade)

Students will need to fill out the Response Survey posted on the Canvas Course Page for THTRE 250. Students will be asked to describe their contribution to their assigned production as well as anything they learned and any challenges they faced. This survey will be available from the date of your assigned strike **until 5:00 pm on the Wednesday of Finals Week.**

## Available Production Roles

### Assistant Stage Manager

Assistant Stage Managers help coordinate the rehearsal and tech process under the direct supervision of the Stage Manager. Responsibilities include but are not limited to taking line notes, spiking set pieces, being on-book, and prepping and running backstage during tech/performance. This assignment runs the length of the rehearsal process and requires the largest time commitment.

### Stage Crew

Stage Crew are the general technicians of the production during performance, fielding any and all needs as deemed necessary by the Stage Manager. Responsibilities include prepping the backstage for tech/performance including preset of props, sweep/mop of stage, setting scenic elements for top of rehearsal/show, and running any fly lines as needed by the production. Stage Crew may need to be fitted for costumes should the production require; otherwise full black clothing/shoes are required beginning at First Dress Rehearsal.

### Wardrobe Crew

Wardrobe Crew manages all things related to the production's costumes. Responsibilities include presetting costumes pieces and props, assisting actors into difficult costume pieces, performing quick changes during tech/performance, and laundering the costumes at the end of the night (which requires staying later than most of the rest of the crew each night). Wardrobe Crew may need to be fitted for costumes should the production require; otherwise full black clothing/shoes are required beginning at First Dress Rehearsal.

### Light Board Operator

Light Board Operators are responsible for ensuring all light cues are called and fired in the proper order per the Stage Manager's discretion, as well as understanding the mechanics of the light board well enough to be helpful in the case of an emergency. It is not required to know the mechanics of the light board before taking on the assignment as those skills will be taught during the production. Light Board Operators are also responsible for ensuring all lights are functioning prior to the House opening. As a Front-of-House position, Light Board Operators may choose to wear dark color formal attire; otherwise full black clothing/shoes are required beginning at First Dress Rehearsal.

### Sound Board Operator

Sound Board Operator is responsible for ensuring all sound cues are called and fired in the proper order per the Stage Manager's discretion, as well as running any mics that may be involved in the production. Prior experience in sound is not necessary as those skills will be taught during the production. Sound Board Operators are also responsible for ensuring all parts of the sound system are operational prior to the House opening. As a Front-of-House position, Sound Board Operators may choose to wear dark color formal attire; otherwise full black clothing/shoes are required beginning at First Dress Rehearsal.

### Video Board Operator (when applicable)

Video Board Operators are responsible for ensuring all video cues are called and fired in the proper order per the Stage Manager's discretion, as well as troubleshoot any problems that may arise in the system. Prior experience in video system troubleshooting is not required as those skills will be taught during the production. Video Board Operators are also responsible for ensuring all parts of the video system are operational prior to the House opening. As a Front-of-House position (typically), Video Board Operators may choose to wear dark color formal attire; otherwise full black clothing/shoes are required beginning at First Dress Rehearsal. Video Designs are not utilized in every production and, as such, this position will only be available if a production requires it.

### Follow Spot Operator (when applicable)

Follow Spot Operators are responsible for running the spotlights during a production. Responsibilities include sweep/mop of the stage (if needed in addition to Stage Crew), ensuring that your spotlight is operational prior to the House opening, and picking up and following actors as directed by the Lighting Designer/Stage Manager. Follow Spot Operators are often placed in high positions that may not be as comfortable or temperature regulated as the stage. Follow Spot Operators are required to wear full black clothing/shoes beginning at First Dress Rehearsal. Follow spots are not utilized in every production and, as such, this position will only be available if a production requires it.

### Miscellaneous

Every production is a unique process that presents its own set of challenges and technical requirements. While the positions listed here cover the broad spectrum of production requirements there may be other positions necessary to achieve the overall goal of the production. These positions will be assigned as necessary on a per production basis.

## **Iowa State University Policies**

The following policies are universal of all Iowa State University courses and must be abided by at all times.

### Academic Dishonesty

The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the Dean of Students Office.

### Accessibility Statement

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at [www.sas.dso.iastate.edu](http://www.sas.dso.iastate.edu), by contacting SAS staff by email at [accessibility@iastate.edu](mailto:accessibility@iastate.edu), or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

### Prep Week

This class follows the Iowa State University Dead Week policy as noted in section 10.6.4 of the Faculty Handbook.

### Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email [eooffice@iastate.edu](mailto:eooffice@iastate.edu).

### Religious Accommodation

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request the reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the Dean of Students Office at 515-294-1020 or the Office of Equal Opportunity at 515-294-7612.

### Free Expression

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request the reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the Dean of Students Office at 515-294-1020 or the Office of Equal Opportunity at 515-294-7612.

### COVID-19 Health and Safety Policies

Because of the continuing COVID-19 pandemic, all students are encouraged—but not required—to wear face masks, consistent with current recommendations from the Centers for Disease Control and Prevention. Further information on the proper use of face masks is available at: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>.

All students are encouraged to receive a vaccination against COVID-19. Multiple locations are available on campus for free, convenient vaccination. Further information is available at: <https://web.iastate.edu/safety/updates/covid19/vaccinations>. Vaccinations may also be obtained from health care providers and pharmacies.

Classrooms and other campus spaces are operating at normal capacities, and physical distancing by faculty, staff, students, and visitors to campus is not required. However, unvaccinated individuals are encouraged to continue to physically distance themselves from others when possible.