

## DRAM 1120-003 – Theatre Practicum I - Fall 2016

Tuesday, 2:00PM – 3:15PM; PAC Performing Arts Center 171

Instructor: Mandy L. Goynes

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Office Hours: I am on campus Tuesdays and Thursdays. To set up a meeting with me please email me. As I do not have an actual office I will set up times and locations based on each person's needs.

Syllabus is subject to change.

### Purpose

This course is a practicum in scene construction, lighting, sound, costuming, stage properties, acting and general theatre practices. All drama majors should enroll in the practicum course each semester for a maximum of four semester hours.

### Materials

Required Text: There is no required text for this course. Handouts will be provided throughout the semester.

### Requirements:

Students are required to do all the reading and turn in all writing assignments and projects. Complete the reading before we cover the material. Students are required to meet with group, outside of class, to prepare presentation.

There are 2 Palo Alto College productions that students are required to see. We will be discussing these productions in class and there will be a written assignment on each show. The two shows are :

*Alicia*: A short play by Elaine Romero. Inspired by the works of Lewis Carroll. 9/29-10/1, 10/6-10/8

*Firefly Love*: By Alejandro Ricaño. Translated by Hector Garza. 11/10-11/13, 11/16-11/20

### Attendance Will Be Taken:

Because you cannot participate if you are absent, it is crucial that you attend. Up to and including one absence for any reason will not affect your grade. Your second absence will lower your grade by one letter grade. Your third absence will lower your grade by 2 letter grades. Four absences will result in an *automatic failure* of this class. All absences including "excused", with or without notes will count toward the number of missed classes. Please see me if you are going to or find yourself having a problem making it to the class. Lateness (coming to class after attendance is taken) or leaving early may

result in you being marked as absent. Every two instances of lateness will count as one absence (rounded up at the end of the semester).

#### **STUDENT RESPONSIBILITIES:**

##### **1. Attendance:**

Effective Spring Term 2010, student absences will be recorded from the first day the class meets. Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor and the college registrar to officially withdraw from the class. Students may be required to consult with an advisor or designee before dropping.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records Office.

##### **6. Student Responsibility for Success (Alamo Colleges Policy F.6.2):**

As members of the Alamo Colleges learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

##### **1. Engagement**

1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
3. Complete all requirements for admission, registration, and payment by deadlines;
4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
5. Meet all federal, state and local health care regulations.

##### **2. Communication**

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;

4. Carefully consider the information provided by College personnel and make decisions using that information;
5. Check the Alamo Colleges' Web Services regularly for emails, holds, student records, financial aid status and announcements;
6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

### 3. Academic Success

1. Complete courses with passing grades and maintain in good academic standing (2.0 GPA) status;
2. Read and follow all syllabi;
3. Purchase textbooks and required supplies in a timely manner;
4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
5. Arrive to class with all needed materials and completed assignments for that class period;
6. Be attentive in class and actively participate as appropriate;
7. Devote sufficient time for studying;
8. Ensure integrity in all aspects of academic and career development;
9. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

### 4. Self-Responsibility and Responsibility to Others

1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
4. Maintain respectful and appropriate behavior within and outside the classroom;
5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

### 1. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

**Incomplete Grades.** The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

## COLLEGE POLICIES:

1. All of the Alamo Colleges are tobacco free.
2. Alamo Colleges DPS Emergency Phone Numbers:  
Emergency Phone (210) 485-0911  
General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

1. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

**Disability Access Statement** – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 101. If you have specific needs, please discuss them privately with your instructor.

### Grading:

Grading is based on the following percentages using a 0-100 point scale. Assignments are due at the start of class. Handing in assignments late for any reason will lower your grade 10% per class missed. If you miss a quiz you may take a make-up but will be penalized 10% off your grade. If you have an issue, please see me before the quiz or project in question.

Scene Shop Quiz	10%	90-100	A
Lighting Quiz	10%	80-89	B
Costuming Quiz	10%	70-79	C
Properties Quiz	10%	60-69	D
Participation	60%	0-59	F
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TOTAL	100%		

This syllabus represents a written contractual agreement between us. Occasionally, it may be necessary to revise this syllabus to meet students' needs. I reserve the right to revise this syllabus if the need arises. Advance notification will be provided to you.

<u>Date</u>	<u>In-class Schedule</u>	<u>Due next class</u>
8/23	Introduction to the Class and Syllabus	
8/30	Introduction to the Scene Shop and Tools Quiz: Scene Shop Tools	Review Tools Handout
9/6	Work on Productions	
9/13	Introduction to Lighting Quiz: Lighting Equipment	Review Lighting Handout
9/20	Work on Productions	
9/27	Introduction to Costuming Quiz: Costuming Terms and Tools	Review Costuming Handout
10/4	Work on Productions	
10/11	Work on Productions	
10/18	Work on Productions	
10/25	Work on Productions	
11/1	Work on Productions	
11/8	Work on Productions	
11/15	Work on Productions	

11/22      **Work on Final Project**  
11/29      **Work on Final Project**  
12/6        **Final Exam: 2:30-4:30**

