Practicum TH 101 - Course Syllabus
This syllabus is a sample. Students should refer to the most up-to-date syllabus available for specific details.

Learning Goals:
The learning goals of the Department of Theatre & Dance are: Collaboration, Analysis, Technique, Professionalism, and Developing a Life of Meaning and Value. This course places a focus on: Collaboration, Technique, and Professionalism.

Course Purpose:
Students participate in productions by working behind the scenes during their first three years in the program. These collaborative experiences help develop a sense of volunteerism and often, a second marketable professional skill in various areas of theatre production.

Course Description:
Students participate in productions by working behind the scenes during the first three years in the program. These broad based collaborative experiences help develop a sense of volunteerism and often, a second marketable skill in either theatre management, lighting, properties construction, set construction and/or costume construction.

Required Texts:
None

Attendance Policy:
You must attend practicum. Failure to attend 1 required call will result in failing the course. Required calls will not be rescheduled. Semester long practicums may allow for some flexibility in making up hours at the discretion of the practicum supervisor. Timely communication is critical to success on this front.

Missed Assignments:
Missing assignments or failing to attend a call will result in failing the semester.

Grading:
This class is graded as pass/fail. The number of semesters required is below.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Required Number of Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA – Theatre</td>
<td>3</td>
</tr>
<tr>
<td>BFA – Acting or Musical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>BFA – Design/Tech</td>
<td>0</td>
</tr>
<tr>
<td>BFA – Stage Mgmt or Theatre Admin.</td>
<td>3</td>
</tr>
</tbody>
</table>

You may only sign up for 1 section/credit per semester. To receive a passing grade you must complete your assignments and turn in a completed log sheet with your supervisor’s signature on it. A failing practicum grade will result in making up the practicum in a future semester.
Process:
You will receive an initial practicum email each semester you are enrolled during the week of mainstage auditions containing the course syllabus and a link to the google practicum preference form. The form should be completed AFTER casting for the semester has been announced and BEFORE 5p the next business day. Please note all conflicts for the semester including casting, choirs, and outside commitments.

Assignments will be emailed the day following the due date and are based on your preferences, casting, class schedules and conflicts. Please contact me directly if you have special needs that should be considered when being assigned a practicum assignment. See Disability Policy below.

Once you have received your assignment, please compare the dates and requirements of your assignment against the department’s google calendar AND your personal calendar. If you discover conflicts, please contact me no later than the Monday following the day assignments go out. If you have no conflicts, please follow the directions in the assignment email and get started on your assignment!

Please submit a log sheet signed by your supervisor to me NO LATER THAN the Monday of finals week. I am happy to take them as soon as you complete your assignment. Log sheets can be pinned to my door or left in my mailbox in the copy room in the theatre office.

Rules Set by Supervisors
The following is a list of rules which supervisors will uphold while you are working with them. Failure to follow these rules may result in failing practicum.

- Arrive on time to all work calls.
- Contact your supervisor in advance if you will be tardy or absent.
- Always wear the appropriate clothing and shoes.
- Work with a positive attitude and follow directions.
- NO electronics are to be used during calls including but not limited to: cell phones, tablets, or laptops, unless special permission has been granted.
- Please focus on the task at hand.
- Professionalism is a must!

Disability Accommodation Policy:
Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware of your needs. If you are seeking classroom accommodations under the Americans with Disabilities Act, you should submit your documentation to the Office of Student Success at Millikin University, currently located in UC 312.

Distance Delivery Components:
Millikin University is committed to providing support for students using technology resources in pursuit of academic success. The Department of Information Technology resides in Shilling Hall and offers walk-in support.

Please visit http://millikin.libguides.com/ed-tech for link, resources, and additional information that aid in the use of technology in distance/hybrid delivery and technology policies.

University Commitment to Student Success:
Millikin University is committed to the success of all students. As such, the University provides a variety of services devoted to academic support of both undergraduate and graduate students, although some
service provision may vary by degree level. The Office of Student Success serves as the hub for these services. Services include, but are not limited to, the following:

- Tutoring
- Supplemental Instruction
- Study Skill Assistance
- One on One Advising
- Major Change Assistance
- Development of Personalized Academic Growth and Success Plans
- Support of Exploratory Studies majors
- Support for students on Academic Probation or Progress Warning
- Accommodations for students with special learning needs
- Online Resource Library

In addition to the Office of Student Success, the University Writing (UC 338) and Math Centers offer students intensive support in these subject areas.

Undergraduate students who are in need of additional academic assistance are also assigned a Student Development Advisor. These advisors work with academic advisors to ensure students receive the attention they need in all aspects of their University experience.

Sexual Misconduct:
Millikin University is committed to creating a campus culture of respect that is free from discrimination, sex discrimination, and sexual misconduct of all forms. Sexual misconduct is unlawful and will not be tolerated. Title IX makes it clear that violence and harassment based on sex and gender are subject to the same rights and support as other protected categories. If you or someone you know is a victim of sexual misconduct, or you know of an alleged incident of sexual misconduct, you can speak to someone CONFIDENTIALLY by contacting Millikin University Counselling Services @ 217.424.6360, and can file a report directly to any one of the following:

- Diane Lane, Director, Human Resources/Title IX Coordinator at dlane@millikin.edu 217-362.6416
- Tammy Maxwell, Assistant Director, Human Resources/Deputy Title IX Coordinator for Employees at tmaxwell@millikin.edu 217.362.6416
- Raphaella Prange, Dean of Student Development/Deputy Title IX Coordinator for Students at rpalmer@millikin.edu 217.424.6395
- Campus Conduct Hotline, an anonymous reporting line, at 866.943.5787

Academic Integrity Standards:
The intellectual and moral integrity of an academic community depends upon an uncompromising commitment to honesty which guides the actions of all its members. Any disregard for this threatens the unrestricted and honest exchange of knowledge. The Faculty has the right and the responsibility to hold students to high ethical standards in conduct and in works performed, as befits a scholar at the university. Violations of academic integrity include, but are not limited to:

- Cheating
- Collusion
- Electronic Dishonesty
- Grade Falsification
- Plagiarism
Faculty members have the responsibility to investigate all suspected breaches of academic integrity that arise in their courses and shall have the authority to decide whether the student(s) has violated the Academic Integrity Policy. If it is determined that the violation occurred, the faculty member will decide the consequences, taking into account the severity and circumstances surrounding the violation, and will inform the student in writing, forwarding a copy of the letter to the Registrar and to the Dean of Student Development.

Consequences to an academic integrity violation include, but are not limited to:

- A letter in the student’s academic file
- Failure on assignment(s)
- Failure in the course
- Issuance of an XF for the course
- Conduct hearing with Student Development

If a student received an XF, this remains as a permanent grade and cannot be removed from the official transcript. Some programs and majors have more explicit ethical standards, which supersede this Policy, and violation of which may result in dismissal from some programs or majors within the University.

The complete policy may be found at www.millikin.edu/handbook.

Disruptive Behavior Policy:
Students who exhibit behaviors that are considered to obstruct or disrupt the course goals or learning environment are subject to student conduct action per the University Standards of Conduct. Behaviors that are considered disruptive include, but are not limited to: tardiness, sleeping, inappropriate use of mobile or electronic devices, use of language that is offensive or discriminatory, excessive interruption, and/or repeated violation of faculty or classroom expectations which are stated in the course syllabus. Students who exhibit such behavior may be dismissed from the class and referred to Student Development.

Dropping a Course and the University Withdrawal Policy:
There is an add/drop deadline for each academic term. During the allowed period, students may elect to add or drop courses by completing the proper form and requesting signature from the instructor or department chair as required. (Forms are available in Registrar's Office). Faculty members reserve the right to permit dropping or adding courses after the set deadline. Courses dropped during the appropriate period result in a W on the student transcript. Courses dropped after this period will result in the earned grade at the time of drop.

Students who leave the University during or at the end of the semester must report to the Registrar’s Office to complete the necessary procedures and forms. Students who withdraw from the University may be eligible to receive a refund of charges assessed by the University in accordance with the refund schedules (undergraduate traditional, PACE, or graduate) posted in the Academic Bulletin. Students may also be involuntarily withdrawn if they engage or threaten to engage in behavior which poses a danger of causing physical harm to self or others. The Involuntary Withdrawal Policy may be found in the Student Handbook.

Inclusivity:
Every student in this classroom, regardless of background or identity categories, is a valued member of this group. We all come from different experiences, but no one experience has more value or import than another. I encourage every student to share her own experiences as they are relevant to the course, but I
also stress that no student in this course is ever presumed to speak for anything more than her own experience or point of view. Furthermore, in this classroom, you have the right to determine your own identity. You have the right to be called by whatever name you wish, and for that name to be pronounced correctly. You have the right to be referred to by whatever pronoun you wish. You have the right to adjust those things at any point in your education.
If there are aspects of the instruction of this course that result in barriers to your inclusion or a sense of alienation from course content, please contact me privately without fear of reprisal.

**Course Evaluations:**
Millikin University utilizes online course evaluations which are available beginning in the last week of each course term. Students may log into their MyMillikin portal to complete course evaluations. Evaluations are considered an important part of the teaching environment and students should feel comfortable giving thoughtful, honest feedback.
### Practicum Assignment Descriptions:

| **Carpenters/Stitchers:** | These assignments will require you to complete 40 hours of shop time over the entire semester. You must complete a 2 hour block of time for 14 weeks and an additional hours either during the semester or at Saturday work calls. If you are assigned as a Carpenter, you will need to report to the scene shop foreman in the scene shop after you have received your assignment to schedule your weekly 2 hour time block. The scene shop is open Monday through Friday, 8a-12p AND 1p-5p. If you are assigned as a Stitcher, you will need to report to Costume shop manager in the costume shop after you have received your assignment to schedule your weekly 2 hour time block. The Costume shop is open Monday, Wednesday, and Friday, 9a-12p and 1p-5p and Tuesday and Thursday 1p-5p. Both the scene and costume shop 9am-5pm on the 3 Saturday work calls. This assignment is the most flexible as you can make up your own hours but it is also means you may have to work in the shops between classes to get your hours done. |
| **Light Shop:** | The minimum number of hours required for this crew is 40 hours over the entire semester. This crew is dependent on your class schedule as the hours are during a set time period each week. This semester the Light Shop will work Monday through Thursday 1p-5p. Students on this crew will be required to work weekly 2-3 hour blocks of time Those assigned to Light Shop will report to the Light Shop Supervisor. The remainder of the hours will be spend on even calls and weekend calls for prep for shows. |
| **Props Crew & Painters:** | The number of hours required is a minimum of 40 hours over the entire semester which will be split up amongst the 3 shows of the semester. Each show will have minimum hour requirement. For Props Crew, the Props Master is the assignment supervisor and for the Painters the Paint Charge is the assignment supervisor. Your assignment supervisor will contact you prior to the beginning commitment date for each show. When they contact you, they will tell you the total number of hours required for the show and they will also give you a detailed schedule of calls available to you to get your hours done. It is extremely important to go to as many calls as possible in order to get your hours done. For Props Crew most of the calls will occur in the evening hours and on the weekends. For Painters, you will either need to be available MW 6-10 OR TR 6-10. Painters will also have a FEW calls during the daytime or on the weekend when the performance date gets closer. |
| **Electricians:** | This practicum requires 40 hours of time and is project based. You must be available for all calls. You will be contacted prior to the beginning commitment date by your assignment supervisor, the master electrician, with a schedule of calls and total number hours required. The crew HAS ALL Mandatory Calls which you must attend or fail your assignment. These required calls are what you sign up for on sign up genius. You will be required to attend a training session. Most of the electrics calls will be in the evenings and during the weekend. |
| **Run Crew:** | This crew requires you to be at ALL calls for tech week and the run of the show (all calls are technically mandatory). These calls are long in duration and will occur every day of your commitment period. Most calls are in the evenings but during tech weekend the calls may require you to be there all day on Saturday and Sunday. You are also required to be at strike. You will begin your assignment with crew watch and it will end with the completion of strike. The show’s Stage Manager is the practicum supervisor and will contact you prior to crew watch with a schedule of call dates and times. **Freshmen are highly encouraged to fulfill one run crew assignment either in the fall or spring semester their first year.** |
| **Wardrobe Crew:** | This crew requires you to be at crew watch and all wardrobe calls starting with first dress rehearsal thru the last performance (all rehearsal and performance calls are mandatory). The assignment supervisor, the wardrobe supervisor, will contact you prior to crew watch with a schedule of call dates and times. You will also be required to do laundry after each dress rehearsal and performance (usually during the day prior to the next event). Laundry time is divided up amongst the crew and done between classes. |
| **Ushers:** | You will be required to work a minimum of 40 hours over the entire semester. The Theatre Dept. House Managers are your practicum supervisors for this assignment and will contact you with a schedule of dates and times within 2 weeks of classes starting. You will be required to usher mainstage and other shows that occur in either Albert Taylor or Pipe Dreams 1, attend final dress rehearsals, attend training sessions, help with setting up the lobby & house prior to shows starting as well as clean up afterwards. This job is extremely important as you serve as a representative of the Department to the general public and requires a mature and responsible attitude. |
| **Other:** | On an individual basis there may be other positions available in stage/production management and house management. Also there may be other tech positions available such as wardrobe supervisor, assistant master electrician, hair/makeup, etc. Please contact me directly for these opportunities. These positions are more time consuming and have a great amount of responsibility. |