A Successful Student:
… Will attend all required events (meetings, rehearsals, performances, and strikes).
… Will proactively communicate with their supervisors and mentors.
… Will achieve the goals set out for them by their syllabus and supervisor.
… Will exceed expectations for production assignment requirements.
… Will treat peers and mentors with respect and interact well with others if assigned to a leadership role
… Will maintain a positive attitude throughout their production assignment.
… Will maintain a sense of professionalism by being a good collaborator and doing their best to ensure an excellent production.
… Will work (and record) a minimum of 50 hours, and will continue to work until the job is complete
… Will be graded on their overall performance during their production assignment.

Learning Goals
Actively participate in a Theatre UNI mainstage production or Theatre for Youth Project
Develop a strong grasp of theatre skills and terminology
Engage in thoughtful reflection about the process and communicate about your experience

Practicum and Incompletes
In an effort to make sure that students are able to put their coursework first and to support students in making progress toward graduation, the faculty is adopting the following policy in regards to practicum/production assignments and students who are working on an incomplete from a previous semester:
1. The faculty will be notified about any student working on an incomplete prior to casting and practicum/production assignments. This notification will include information about the scope of the work required for the completion of the incomplete.
2. The faculty will discuss the incomplete and the student’s past performance in class and production to determine if a student is still eligible for casting and/or upper-level practicum/production assignments while working on the incomplete. The faculty will make a decision on a case-by-case basis based on the scope of the work required for the incomplete and the student’s academic and production record including current and past GPA.
3. Though decisions about eligibility will be made for each student, some possible outcomes are that a student will be determined ineligible for any assignment in order to allow them to focus on catching up with their studies. A student may also be eligible for assignment, but only for lower-level practicum, or a student may be eligible for any assignment contingent on meeting specific benchmarks by certain deadlines (either before or during a production process) or the student may be removed from the production.
4. As participation in departmental productions is an important part of a student’s training and academic work, decisions to render a student ineligible are taken very seriously and are based on what is in the best interest of the student.

The production manager will check with faculty to compile a list of the students receiving incompletes; once when the initial call for Practicum applications is sent out and again closer to the end of the semester. They will disseminate this information to the faculty and check-in about plans for completion with the professor giving the incomplete.

Instructors

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gretta Berghammer</td>
<td>250 CAC</td>
<td>319-273-2149</td>
<td><a href="mailto:gretta.berghammer@uni.edu">gretta.berghammer@uni.edu</a></td>
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<tr>
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</tr>
<tr>
<td>Margaret Kemp</td>
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<td>319-273-6389</td>
<td><a href="mailto:mlkempspace@gmail.com">mlkempspace@gmail.com</a></td>
</tr>
</tbody>
</table>

Course Description

Theatre Practicum and Theatre Production provide students with practical opportunities to further develop theatre skills by completing Department of Theatre production assignments, main stage roles, and Theatre for Youth teaching assignments.

Credit Bearing Activities

Main Stage Roles

Students who are cast in main stage productions are automatically registered for Theatre Practicum or Theatre Production by the Department Secretary. Please note that only one role may be used for Practicum credit. All subsequent roles are registered as Theatre Production credit. Expectations for achievement and criteria for performance evaluation will be determined by individual directors and coaches. Performance students are required to complete 3 practicum assignments.

Theatre for Youth Teaching Assignments

Students requesting a Theatre for Youth teaching assignment should address requests directly to Gretta Berghammer. Please note that only one Theatre for Youth Teaching Assignment may be used for Practicum credit. All subsequent assignments are registered as Theatre Production. Expectations for achievement and criteria for performance evaluation will be determined by Gretta Berghammer.

Production Assignment

In order to receive a production assignment, students must submit assignment requests via email to the Department of Theatre Production Manager (katy.mcclaughlin@uni.edu). Please consult “Production Assignment Credit Equivalencies” on the next to the last page of this syllabus for a listing of possible production assignments and their credit equivalencies. Production assignments are confirmed and finalized after auditions. Students assigned to a production practicum are automatically registered for Theatre Practicum or Theatre Production by the Department Secretary. Design and production emphasis students are required to complete a total of 4 assignments (3 Practicum and 1 Production)
Theatre Practicum (1 Credit)  Spring 2022  Theatre Production (1 or more Credits)

Required Texts

For All Assignments

Syllabus  This is the complete unabridged syllabus for Theatre Practicum and Theatre Production.

Production Calendar  This is the primary production-scheduling instrument for the Department of Theatre. It includes design deadlines, dates and times for design presentations, crew views, technical rehearsals, performances, strikes, and production forums. Students who are claiming a major role for Theatre Practicum or Theatre Production credit will receive a rehearsal schedule from their stage manager.

The scripts  All theatre students should read the plays produced by the Department of Theatre during the semester. They can be located here: https://tinyurl.com/S22scripts

For Production Assignments

Production assignment required texts can be found in the “current-students/student resources” section of the Department of Theatre website. It is the instructors’ expectation that students will have read relevant sections of the following texts prior to beginning work on production assignments.

<table>
<thead>
<tr>
<th>Handbook</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWT Production Handbook</td>
<td>This handbook explains the responsibilities and procedures relevant to all production assignments.</td>
</tr>
<tr>
<td>Head Electrician Handbook</td>
<td>This handbook explains the responsibilities and procedures relevant to the work of the Head Electrician.</td>
</tr>
<tr>
<td>Stage Management Handbook</td>
<td>This handbook explains the responsibilities and procedures relevant to the work of the Stage Manager and Assistant Stage Manager</td>
</tr>
<tr>
<td>Paint Crew Handbook</td>
<td>This handbook explains the responsibilities and procedures relevant to the work of the paint crew</td>
</tr>
</tbody>
</table>

Possible Production Assignments  This is a listing of possible production assignments and their credit hour equivalency.

For Main Stage Roles

In addition to the performance handbook, the Directors and coaches of main stage productions determine required texts and share that information with the cast in rehearsal.

<table>
<thead>
<tr>
<th>Handbook</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Handbook</td>
<td>This handbook explains the responsibilities and expectations relevant to performing in a mainstage show. (bit.ly/UNIPerformance)</td>
</tr>
</tbody>
</table>

For Theatre for Youth Teaching Assignments

Gretta Berghammer is the supervisor for all students who will be registered for Theatre for Youth teaching assignments. Please consult Gretta regarding required texts and materials.
Requirements

In order to successfully complete your practicum/production assignment, please follow these guidelines:

1. **Attend the first class meeting.** Only those students requesting a production assignment are required to attend the first class meeting on Thursday, January 27th at 5:15pm

2. **Attend required events.** Required events include design presentations, crew views, technical rehearsals, performances/filming/recording sessions, and strikes for the productions to which you are assigned. There may be other events required by your supervisor. If you cannot attend one of these required events because of a class conflict, you must contact the Production Manager prior to the event and request an excused absence. Attendance will be taken at all events and if you are not present and have not been granted an excused absence, you will be counted absent. Absences from required events will have a negative impact on your final course grade.

3. **Attend required work calls.** If applicable, you will establish a schedule of work calls with your supervisor at the beginning of the semester. If you cannot attend a work call, notify the appropriate supervisor in advance and arrange to make up the time.

4. **Complete required production assessments.** After strike, you will be sent information allowing you to access the online production assessment or the production(s) to which you have been assigned.

5. **Document your work for your portfolio.** Theatre production experiences become an important part of design and production portfolios. Design and Production students should follow the practice of taking project photos, especially process photos, and keep copies of sketches, drawings, schedules, and other production paperwork.

6. **Attend and/or Present at Portfolio Review (Sat. May 7th)/Juries (Sat. April 30th).** It is important that you learn about presenting your work through either active participation or observation. Even if you are not a major you are required to observe one of these events.

7. **Attend the Post Production Forums** for the productions for which they have an assignment. The Post Production Forum for Blood at the Root is **Monday, March 21st at 5:15 PM in the BMT.** The forum for Cinderella is **Monday, April 18th at 5:15 PM in the SWT.**

*Required Events for Production Assignments and Main Stage Roles*

Students registered for a production assignment and main stage roles are required to attend all design presentations and the crew view, and strike for the productions for which they have received an assignment. Excused absences will be granted to those students who declare work or class conflicts to the Production Manager within the first three weeks of the semester. Make your work schedule around these events.

Please note the dates and times for these required events:

**Blood at the Root** by Dominique Morisseau
- **Design Presentation** 6:00-7:00pm Wednesday, February 2nd in the BMT
- **Crew View** 7:00-11:00pm Monday, February, 21st in the BMT
- **Crew Training** 7:00-11:00pm Thursday, February, 24th in the BMT
- **Tech** - Friday, February 25th - Tuesday, March 1st (also Katy Mac’s Birthday)
- **Performances** - Wednesday, March 2nd- Friday, March 11th
- **Strike** Following the Performance on Friday, March 11th (until 11:59PM) and into the week of the 21st as needed
Cinderella  Music by Richard Rodgers; Lyrics by Oscar Hammerstein II; New Book by Douglas Carter Beane

**Design Presentation** - 6:00-7:00pm Wednesday, February 16th Location TBD

**Crew View** - 1:00-4:00pm Sunday, March 6th in the SWT

**Crew Training** - Time TBD, Saturday, March 26th in the SWT

**Tech** - Sunday, March 27th-Wednesday, April 6th

**Performances** - Thursday, April 7th-Saturday, April 16th

**Strike** - Following the performance on Saturday, April 16th

**Due to the ever changing nature of the times we are in, there may be additions or changes to the schedule. We will do our best to get you information in a timely manner**

**Mark Be proactive about requesting assistance from your instructors.** It is the expectation of your teachers that you will request assistance and direction in matters related to performance, management, design, construction, build schedules, personnel assistance requests, and purchases.

Proactive requests for support are construed by your instructors to be signs of maturity and professionalism, not incompetence.

**Safety**

You should not undertake an assigned project unless comfortably self-assured that you understand how to proceed in a safe manner. If you feel unsafe about an assigned task, request further instruction from your supervisor.

**Attire**

Students must wear clothing appropriate for the studios to which they have been assigned.

**Scenery Studio:**

For the sake of your own safety, and for the sake of others with whom you will be working, please observe the following directives for dressing safely in the Scenery Studio.

- All students must wear close-toed shoes. Sandals may not be worn in the Scenery studio.
- Loose and flowing garments may not be worn and it is recommended that students not wear jewelry during their studio calls.
- If you have long hair, be prepared to secure it behind your head so that it does not fall in your face or into your work area.
- Wear clothes that can get dirty. Assignments in the Scenery Studio usually involve contact with sawdust, glue, paint, and other materials that can damage clothing. Lockers in the dressing rooms adjoining the Makeup Room may be used to store required clothing and equipment.
- Non-impact rated face shields MAY NOT be worn in the scenery studio.

**Costume Studio:**

- Closed-toed rather than open-toed shoes are the recommended footwear for the Costume Studio.
- On most days, school-clothes may be worn, but students should be prepared for painting and dyeing workdays that may require appropriate clothing.
- Lockers in the dressing rooms adjoining the Makeup Room may be used to store required clothing and equipment.
- For fittings, actors (and costume personnel) must wear a mask. Face shields optional.

**Backstage Assignments:**

- Closed-toed, all-black shoes
- A long-sleeved black shirt with minimal or no decoration
- Black pants with pockets (not leggings or shorts over leggings or tights).
- Clothing should not be holey or sheer.
Over-commitment

All of us want to be deeply involved in activities that allow us to grow as theatre artists and enjoy the exciting communities that develop during theatrical production. In pursuit of such experiences, it is easy to become overcommitted in ways that are detrimental to health and GPA.

In order to minimize over-commitment, the department has adopted a policy whereby acceptance of a role or production assignment for Theatre Practicum or Theatre Production credit is considered a commitment to not be involved in a UNISTA production during the Practicum or Theatre production assignment period.

Attendance

Attendance at scheduled work calls is mandatory. Tardiness and absence from scheduled calls will have a detrimental effect on your course grade. If you are feeling ill you should contact your supervisor and send them all of your working notes. If you are in quarantine or isolation you should contact Katy Mac with the dates that you will be absent so that appropriate arrangements can be made.

Evaluation of Student Work

The design and production staff meets around midterm and again at the end of the semester to discuss student work and award production assignment grades. The director and coaches confer to award main stage role grades. Gretta awards grades for Theatre for Youth assignments.

The evaluation worksheet used by your supervisors to determine your course grade appears on the last page of this syllabus.

Google Calendar
Syncing the online Production Calendar with your personal Google Calendar in order to receive automatic updates

1. In the public view of the Production Calendar website, click on the bottom right icon in the calendar that says +googleCalendar.

2. In the screen that pops up, add each calendar you would like to have appear in your personal Google Calendar.

3. In your personal Google Calendar view, on the left-hand side where the new shared calendars appear, choose the small triangle pull down for the calendar you would like to see notifications of, and choose "notifications."

4. Here you can set up reminders, email notifications and/or SMS notifications. The bottom of this screen lets you set up your phone to receive notifications.

Face Mask Policy
Protecting our campus from COVID-19 depends on all of us acting with care and responsibility. To protect each other and our campus community, we encourage you to wear masks that cover your mouths and noses inside all campus buildings, including throughout the duration of class, work calls, rehearsals, and performances.
Theatre Departmental Policies

- **TheatreUNI Equity and Anti-Racism Syllabus Statement**
  Dedicating ourselves to being an anti-racist program is essential to our mission of educating through theatre. Our department commits itself to participating in the dismantling of systemic racism and oppression in our society in order to equitably serve our students, audiences, community members, teachers, and guest artists.

  The faculty and staff of TheatreUNI condemn racism of all types, and unconditionally embrace the rejection of racist actions, language, curriculum, and content from our programs, classes, activities, and productions. Our process is transparent. Our process is ongoing. For a guide to the equitable and anti-racist actions that TheatreUNI is currently undertaking, please visit [https://tinyurl.com/SWTEquity](https://tinyurl.com/SWTEquity) for updates and resources.

- **Objectionable Material**: There may be times during this course when students are exposed to subject matter that they may find objectionable. When these include actions or values that could be offensive to your personal values, you may elect not to attend the event. Should such a circumstance arise, and you elect not to attend an assigned event, you will remain responsible for relevant ideas and information associated with the event, and with consultation with the instructor you may need to do alternative work for class.

- **SWT Rehearsal Furniture**: There are two complete sets of rehearsal furniture that can be used by theatre students as needed for class work. One set resides in the BMT, the other in the APR. DO NOT MOVE anything from one space to another. Keep working spaces picked up and clean. It is a privilege to work in these spaces, so treat them well. They are your additional homes while you are with Theatre UNI.
  - Other props, costumes, and furniture are not available for checkout/uses this semester.

- **Performance Students**
  All Performance students will attend Juries in some capacity, be it observing or performing. Please review the following Google Drive for more information. Sample resume, advising sheets, and the Performance Student Handbook can all be found here: [bit.ly/UNIPerformance](https://bit.ly/UNIPerformance)

- **Design & Production Students**
  All D&P students are required to attend Fall & Spring Portfolio Reviews each semester in some capacity:
  - Freshmen Fall & Spring - to observe
  - Sophomores Fall - to observe, or present depending on classes; Spring - present
  - Juniors & Seniors Fall & Spring - to present

  In the Department of Theatre, each emphasis has its required benchmarks to measure student progress. In the Design & Production (D&P) Emphasis, it is our semi-annual Portfolio Reviews. In some manner, all of your theatre classes contribute directly towards these reviews, be it creating work to display, increasing your vocabulary, or facilitating your ability to speak comfortably in public. The format of these reviews vary in order to expose you to different industry expectations. There is a mandatory meeting each semester to let you know the format and then a workshop closer to the review date to help prepare.

- **Panther Pantry**
  Theatre students! We realize that because of what we do and the time spent on your love for theatre, you may not have the time or funds to grab good food quickly (or affordably) before rehearsals and/or classes. The Panther Pantry allows everyone who is a full time student to grab food whenever they want or need.

  The purpose of the Panther Pantry is to ensure that UNI students are able to get their basic food and necessity needs met. We recognize that in order to succeed in the classroom, and here at UNI, students need to have access to food. And sometimes, if funds are tight, this can help you either that day, that week, or that month. Visit their website at: [https://pantherpantry.uni.edu](https://pantherpantry.uni.edu)

- **Zelda’s Kitchen**
  We also have a small cupboard of food in the green room that is available if you are facing food insecurity or don’t have a meal for the day.
Theatre Practicum  
Spring 2022
Theatre Production  
Theatre 2050 (1 Credit)  
Theatre 3050 (1 or more Credits)

**University Policies**

**Free Speech Syllabus Statement**
The University of Northern Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We encourage the free and responsible exchange of diverse ideas on our campus. The University is committed to open inquiry and the spirited and thoughtful debate of such ideas.

**Absences related to COVID-19 illness, self-isolation, or quarantine**
Faculty must be prepared to have assignment alternatives for individual students who are unable to attend class due to COVID-related health issues. To utilize these alternative assignments, students must report the issue by completing the Panther Health Survey; students directed not to come to campus or who are unable to participate in class due to COVID-19 related illness, self-isolation, or quarantine should utilize the information provided in the survey to have their faculty notified of their need to be absent. These same instruction/assignment alternatives should also extend to field experiences that students may not be able to attend for the same reasons. Questions related to COVID-19 testing should be directed to the Student Health Center COVID line (319) 273-2100, Monday-Friday, 8:00 am - 4:30 pm.

Students who have concerns about an underlying health condition(s) and the risks of attending classes, living in a residence hall, or any other aspect of the educational experience due to COVID-19 should consult with their health care provider. Please connect with Student Accessibility Services as soon as possible to discuss accommodations specific to your access needs.

**Office of Compliance and Equity Management**

**Non-discrimination in Employment or Education**
Content in this class has the potential to be disturbing to some individuals based on life experiences. If you ever feel the need to step out of the classroom or decline participation in an activity, please request an alternative learning experience.

UNI Policy 13.02 Discrimination, Harassment, and Sexual Misconduct states: "The University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected class, as well as retaliation."

Policy 13.02 outlines prohibited conduct and reporting processes. All University employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Officer or Title IX Deputy Coordinator.

- Title IX Officer Leah Gutknecht, Assistant to the President for Compliance and Equity Management, 117 Gilchrist, 319.273.2846, leah.gutknecht@uni.edu
- Title IX deputy coordinator: Christina Roybal, Sr. Associate Athletic Director Athletics Administration, North DOME 319.273.2556, christina.roybal@uni.edu

*If you or someone you know has been harassed or assaulted, you can find the appropriate resources at safety.uni.edu and equity.uni.edu. Resources that provide free, confidential counseling are also detailed at safety.uni.edu.*

For additional information, contact the Office of Compliance and Equity Management, 117 Gilchrist Hall, 273-2846, equity@uni.edu.

**Student Accessibility Services**

**Accessibility Statement**
The University of Northern Iowa (UNI) complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. Students with disabilities experiencing a barrier to access should connect with Student Accessibility Services (SAS) to request accommodations. SAS views disabilities as an integral part of the rich diversity at
UNI and works collaboratively with students, faculty, and staff to create an accessible educational environment for students. UNI faculty are not obligated to provide accommodations for students with disabilities without proper notification from SAS and the student. Students may initiate the accommodation process at any time. However, accommodations are not retroactive, and the process for getting connected takes time. Therefore, SAS staff always recommends that students initiate the process as soon as possible rather than wait for academic and social-emotional responsibilities to become overly stressful and/or overwhelming. For more information about the accommodation process, please contact SAS at (319) 273-2677 Relay 711, accessibilityservices@uni.edu, or GIL 118. Additional information is also available at sas.uni.edu.

The Learning Center
The Learning Center @ Rod Library provides free tutoring for a variety of different areas (i.e. writing, math, science, business, Spanish, college reading and learning strategies). The Learning Center @ Rod Library is open for walk-in assistance Monday-Thursday 10am-10pm and is free of charge for all UNI students. If you are unavailable during normal tutoring hours, online tutoring is also available through Smarthinking. You will need your CATID and passphrase to gain access. To access the Smarthinking platform go to https://tlc.uni.edu/online. For more information, go to https://tlc.uni.edu, email TheLearningCenter@uni.edu, call 319-273-6023, or visit the TLC desk located on the main floor of Rod Library.

UNI Policy 3.06 Class Attendance and Make-Up Work
A. General Provisions
   1. Faculty members who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction.
   2. Students must adhere to each faculty member’s policies regarding attendance and make-up work.
   3. Faculty members who require attendance at activities or events that may conflict with a student’s otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly scheduled class period, the affected students must be provided with written notice at least 10 university class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student’s obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student’s obligation to provide the schedule to his/her other faculty members. A student may not be penalized for missing a course activity which is outside of their regularly scheduled class time and conflicts with his/her other scheduled courses. If a faculty member has course activities which require attendance outside of scheduled class time, that faculty member must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

B. Absences
Occasionally, students will have reasonable cause to miss class. In order for both faculty members and students to plan effectively for these absences, the following procedures have been developed. Faculty members are encouraged to take into account the reason for an absence and make appropriate accommodations. Students are still responsible for demonstrating achievement of course learning goals, even when absences are necessary or reasonable. In situations with many absences, it may be most appropriate for the student to withdraw and retake the course in a future semester. 1. In the case of mandatory excused absences, students must be allowed to make up missed work, complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work assignment. Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.
   a. The following absences must be excused:
      Required university related absences, including but not limited to athletic games/matches/meets or their equivalents, Absences due to military duty or veteran status, including service-related medical appointments where failure to appear might result in a loss of benefits. Absences because of pregnancy or childbirth for as long as the student’s doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic
and extracurricular status as before her medical leave began. Legally mandated absences such as jury duty or court subpoena.

Absences on a day the provost has declared a severe weather day per policy

b. Students participating in required university or legally mandated absences must inform each faculty member of their known and anticipated absences as far in advance as possible. Failure to inform faculty beforehand, when it is clearly possible to do so, may be treated as an unexcused absence.

c. Faculty are not required to offer make-up work for extra credit tasks or assignments.

2. Except as outlined in B1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to:

non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional conference, lecture on campus); illness; significant personal emergency; bereavement; obligatory religious observances, etc.

a. When an absence is deemed “reasonable”, the faculty member provides the student an opportunity to make up missed work, or has in place a make-up policy that does not unjustly penalize a student for the absence.

b. Remedies for missed work due to a “reasonable” absence include but are not limited to replacement assignments; policies which may allow students to drop a certain number of assignments or exams; policies which might average a score for a missed exam or account for it in other ways, etc.

c. In each of these remedies, a “reasonable” standard should apply. In determining whether a remedy is reasonable, consideration should be given to the published syllabus.

C. Make-up Work Grievances Arising from Absences

Should a faculty member refuse to allow a student to make up missed work, the faculty member’s decision can be appealed by the student using the grievance process outlined in Section 7 of 12.01 Student Academic Grievance Policy.

UNI Policy 8.10 Smoking and Tobacco Use

Policy Statement: The policy of the University of Northern Iowa is to provide a smoke and tobacco-free environment for its students, faculty, staff, administrators, visitors and the general public on campus. Smoking and use of tobacco products are prohibited on university owned or leased property, and in University vehicles and any vehicle located on University property.

Exception: Smoking and use of tobacco products, to the extent not prohibited by federal or State law (e.g., Code of Iowa Chapter 142D Smokefree Air Act), is permitted in the Gallagher-Bluedorn Performing Arts Center, Lang Auditorium, UNI Interpreters Theatre, Bengston Auditorium and the Strayer-Wood Theatre when it is called for by the director of a production as part of the production. This exception only applies to the specific characters during rehearsals and performances of the production. The appropriate department in charge of the production shall include notification that there will be smoking in the show if there will be any vapors, fumes, aerosol, or other emissions as a result of the use of this exception. Smoking and use of tobacco products in the green room is prohibited.

Dean of Students – Disruptive Behaviors

Disruptive behavior is a major learning inhibitor in college classrooms and will not be tolerated. Disruptive behavior in the classroom includes but is not limited to:

- Challenging the instructor’s authority in class.
- Inappropriate, disrespectful or uncivil responses to the comments or opinions of others in the classroom.
- Threats/challenges to do physical harm (even when stated in a joking manner).
- Intimidating or bullying behavior.
- Use of obscene or profane language.
- Excessive talking.
- Late arrival or early departure from class without permission.
- Use of personal electronic devices such as cell phones, pagers, or PDAs.
- Coming to class under the influence of alcohol or another controlled substance.
- Bringing individuals to class who are not enrolled, including infants or children.
- Improper use of equipment, materials, or resources.
- Inappropriate conduct while on field assignments.

Students may be reported to the Theatre Head, Dean of Students, or UNI Police for possible disciplinary action(s).
# Production Assignment Credit Equivalencies

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Credits</th>
<th>Course</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Manager</td>
<td>3</td>
<td>X</td>
<td>SM assignment = 3 credits: 1 Practicum and 2 Production, or 3 Production.</td>
</tr>
<tr>
<td>Assistant Stage Manager</td>
<td>1-3</td>
<td>X</td>
<td>Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>1-2</td>
<td>X</td>
<td>Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Assistant to the Director</td>
<td>1</td>
<td>X</td>
<td>Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Dramaturg</td>
<td>1-2</td>
<td>X</td>
<td>Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Scenic Designer</td>
<td>3</td>
<td>X</td>
<td>Design and Production Committee confirms assignment.</td>
</tr>
<tr>
<td>Asst Scenic Designer</td>
<td>1-2</td>
<td>X</td>
<td>Design and Production Committee confirms assignment.</td>
</tr>
<tr>
<td>Asst to SD</td>
<td>1</td>
<td>X</td>
<td>Design and Production Committee confirms assignment; possible studio hours</td>
</tr>
<tr>
<td>Costume Designer</td>
<td>3</td>
<td></td>
<td>Design and Production Committee confirms assignment.</td>
</tr>
<tr>
<td>Asst Costume Designer</td>
<td>1-2</td>
<td>X</td>
<td>Costume Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Asst to Costume Designer</td>
<td>1</td>
<td>X</td>
<td>Costume Designer and PM confirm assignment; possible studio hours as negotiated with Production Manager.</td>
</tr>
<tr>
<td>Lighting Designer</td>
<td>3</td>
<td></td>
<td>Design and Production Committee confirms assignment.</td>
</tr>
<tr>
<td>Asst Lighting Designer</td>
<td>1-2</td>
<td>X</td>
<td>Lighting designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Sound Designer</td>
<td>1-3</td>
<td>X</td>
<td>Lighting designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Sound Coordinator</td>
<td>1</td>
<td>X</td>
<td>Design and Production Committee confirms assignment.</td>
</tr>
<tr>
<td>Asst Sound Designer</td>
<td>1</td>
<td>X</td>
<td>Design and Production Committee confirms assignment; possible studio hours as negotiated with the PM.</td>
</tr>
<tr>
<td>Makeup/Hair Designer</td>
<td>1-3</td>
<td>X</td>
<td>Costume Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Props Master</td>
<td>1-3</td>
<td>X</td>
<td>Scenic Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Asst Props Master</td>
<td>1-2</td>
<td>X</td>
<td>Scenic Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Scenery Technical Director</td>
<td>3</td>
<td></td>
<td>Technical Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Scenery Asst Technical Director</td>
<td>1</td>
<td>X</td>
<td>Technical Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Costume Technical Director</td>
<td>3</td>
<td></td>
<td>Costume Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Asst Costume Technical Director</td>
<td>1</td>
<td>X</td>
<td>Costume Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Scenic Artist</td>
<td>1-3</td>
<td>X</td>
<td>Scenic Designer and PM confirm assignment.</td>
</tr>
<tr>
<td>Paint Charge</td>
<td>1-3</td>
<td>X</td>
<td>Scenic Designer, TD, and PM confirm assignment.</td>
</tr>
<tr>
<td>Master Electrician</td>
<td>1-3</td>
<td>X</td>
<td>Lighting Designer, TD, PM confirm assignment.</td>
</tr>
<tr>
<td>Asst Master Electrician</td>
<td>1</td>
<td>X</td>
<td>Lighting Designer, TD, PM confirm assignment.</td>
</tr>
<tr>
<td>Electrics Crew</td>
<td>1</td>
<td>X</td>
<td>Lighting Designer, TD, PM confirm assignment.</td>
</tr>
<tr>
<td>Special Effects Coordinator</td>
<td>1-3</td>
<td>X</td>
<td>TD and Production Manager confirm assignment.</td>
</tr>
<tr>
<td>Projections Coordinator</td>
<td>1-3</td>
<td>X</td>
<td>TD and Production Manager confirm assignment.</td>
</tr>
<tr>
<td>Wardrobe Run Crew Head</td>
<td>1</td>
<td>X</td>
<td>Costume Designer, TD, and PM confirm assignment.</td>
</tr>
<tr>
<td>Makeup/Hair Run Crew Head</td>
<td>1</td>
<td>X</td>
<td>Costume Designer, TD, and PM confirm assignment.</td>
</tr>
<tr>
<td>House Manager</td>
<td>1</td>
<td>X</td>
<td>PM confirms assignment.</td>
</tr>
<tr>
<td>Asst House Manager</td>
<td>1</td>
<td>X</td>
<td>PM confirms assignment; may include studio hours.</td>
</tr>
<tr>
<td>Actor</td>
<td>1</td>
<td>X</td>
<td>Director confirms assignment of &quot;major roles&quot;.</td>
</tr>
<tr>
<td>Deck Chief</td>
<td>1</td>
<td>X</td>
<td>TD and PM confirm assignment.</td>
</tr>
<tr>
<td>Weapons Captain</td>
<td>1</td>
<td>X</td>
<td>TD and PM confirm assignment.</td>
</tr>
<tr>
<td>Fire Captain</td>
<td>1</td>
<td>X</td>
<td>TD and PM confirm assignment.</td>
</tr>
<tr>
<td>Fight Captain</td>
<td>1</td>
<td>X</td>
<td>Director and PM confirm assignment.</td>
</tr>
<tr>
<td>Scenery Studio Staff</td>
<td>1</td>
<td>X</td>
<td>Assignment is typically 60 hours and is confirmed by the PM.</td>
</tr>
<tr>
<td>Costume Studio Staff</td>
<td>1</td>
<td>X</td>
<td>Assignment is typically 60 hours and is confirmed by the PM.</td>
</tr>
<tr>
<td>Production Assistant</td>
<td>1-3</td>
<td>X</td>
<td>Position confirmed and total credit determined by the PM.</td>
</tr>
<tr>
<td>Theatre for Youth Teaching</td>
<td>1-3</td>
<td>X</td>
<td>Position assigned by Gretta Berghammer.</td>
</tr>
</tbody>
</table>
### Spring 2022 Production Practicum Grading Worksheet

Circle one:  
- [ ] Theatre Practicum  
- [ ] Theatre Production

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
<th>Notes</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Design Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crew View</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rehearsals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Performances</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strike</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juries/Portfolio Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Production Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Misc. Assignment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Performance: How successfully was the job done? Did the student perform to their capacity?

Proactivity: Was the student's performance proactive? Did the student seek clarification and assistance?

Professionalism: Did the student collaborate with focus, patience, and safety?

Development: Did the student develop proficiency with appropriate skills and terminology?

Total points: __________/100

Course grade: __________

Evaluation Points:  
- 20 = A  
- 18 = B+  
- 15 = C+  
- 12 = D+  
- 9+ = F  
- 9 = A-  
- 8 = B+  
- 7 = C+  
- 6 = D+  
- 0 = F  
- 100 = A  
- 90 = B+  
- 80 = C+  
- 70 = D+  
- 60 = F  
- 96 = A-  
- 88 = B+  
- 76 = C+  
- 64 = D+  
- 12

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EXAMPLE: Spring 2020 Performance Practicum Grading Rubric

Students who receive practicum or production credit for acting in a production will be graded with the following rubric. Students who demonstrate some criteria from one category and some from another will receive a grade that reflects placement in multiple categories.

<table>
<thead>
<tr>
<th>Meets Expectations</th>
<th>Developing</th>
<th>Does Not Meet Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actor was present and on time at all rehearsals, meetings, fittings, and other show-related events.</td>
<td>Actor was present at most rehearsals, meetings, fittings, and other show-related events.</td>
<td>Actor missed several rehearsals, meetings, fittings, and other show-related events without communication/permission.</td>
</tr>
<tr>
<td>Actor communicated with the team when required.</td>
<td>Actor was occasionally negligent in communicating with the team when required.</td>
<td>Actor rarely communicated with the team when required.</td>
</tr>
<tr>
<td>Actor met all deadlines for learning material</td>
<td>Actor did not meet all deadlines for learning material.</td>
<td>Actor met few deadlines for learning material.</td>
</tr>
<tr>
<td>Actor demonstrated professionalism and leadership at all times during production.</td>
<td>Actor infrequently demonstrated professionalism and leadership.</td>
<td>Actor demonstrated unprofessional behavior.</td>
</tr>
<tr>
<td>Actor completes the post show evaluation by the stated deadline</td>
<td>Actor may or may not complete the post show evaluation by the stated deadline.</td>
<td>Actor fails to complete post show evaluation.</td>
</tr>
</tbody>
</table>