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# PRODUCTION AND PERFORMANCE

## THE 4950

**Instructor:** Zak Herring      Phone: 273-0524      Email: Zakh@ufl.edu  
Office hours: T/TH: 2-5pm      Room: G016

### **COURSE OBJECTIVE:**

To develop an understanding of the discipline required to produce quality theater through practical experience. Students will learn the importance of what might seem a most menial job and how that job is an essential part of a finely tuned machine.

### **REQUIREMENTS:**

- 1) Work 1 strike—sign-up sheet on the “SHOP INFO” board.
- 2) Your shop time must be in at least a 2 hour block.
- 3) 100 hours of shop time

Note: you can get:

1) 50 hours credit for performing in one of the follow shows: *The Divine*, *Dance 2017*, *T.W.One Acts*, or *King Lear*.

2) 30 hours credit for performing in BFA dance showcase.

You may only get a maximum of 50 hours credit for performing in one semester.

4) If you have to do 100 hours for the course and you complete 50 of those hours by February 24th, then you will only need 35 more hours to complete the course. If you have to do 50 hours for the course because you are in *The Divine*, *Dance 2017*, *T.W.One Acts*, or *King Lear*, and you complete 25 of the shop hours by February 24th, then you will only need 15 more hours to complete the course. If you have to do 70 hours for the course because you are in the BFA dance showcase, and you complete 35 of the shop hours by February 24th, then you will only need 20 more hours to complete the course. All hours must be complete by 3:00pm on April 17<sup>th</sup>.

**LAB HOURS:** Lab hours are to be arranged on the **signed** schedule (available in my office) **and turned in to me by 3:00 PM, January 13th to receive a passing grade in this course.** No other shows, productions, jobs, or an assignment changes this course’s obligations.

**COURSE SUPPLIES:** (required to bring to every lab – or loss one point off final grade):

- 1) # 2 pencil
- 2) A “Sharpey “fine point permanent marker
- 3) Personal safety glasses (will be supplied by instructor)
- 4) A Hard hat (will be supplied by instructor)
- 5) Clothing that is suitable to work in during class time and lab. These clothes are likely to get sawdust, paint, oil, or other types of dirt on them. Closed-toed shoes (tennis shoes or work boots, not flimsey shoes) are required to enter the shop. Long pants are required to enter the shop, no shorts or skirts are required. No exceptions.

### **USE OF EQUIPMENT:**

Safety rules must be obeyed at all times (see shop rules painted on the wall in the shop). Any student that feels uncomfortable in the operation of any piece of equipment or job task at any time must immediately discuss the situation with Zak, Manuel or Tony Berry. Anyone using a tool must fill out a “Tool Checklist” and have it initialed before tool use. A student taking any type of medication that would affect their performance or safety must notify Zak before the use of any equipment.

### **GRADING:**

All faculty, staff, graduate assistances, and stage managers may be involved in the grading process. Grading evaluation is based upon completion of required lab hours, attitude, professionalism, promptness, effort, knowledge of equipment and systems, **ability to stay working**, student’s skill, independence, accuracy, shop manners and above all, the ability to follow safety procedures. Failure to arrive on time for crew calls, fittings, rehearsals, or performance will significantly impact grading.

### **GRADING SCALE:**

“**I**” (Incomplete)—Incompletes will only be given under the university’s guidelines. Time management is your responsibility.

“**E**” (Failure)—For not completing required hours.

“**D**”—not available

“**C**”—Completement of the required hours within the semester. Attend all scheduled lab times, properly dressed, and complete assignments as instructed. Attend 1 strike.

“**B**”—all of the requirements of a “C” plus demonstrate knowledge of shop equipment, tools, and shop procedures while showing an interest in and self-initiative to participate in all lab activities.

“**A**”—All the requirements of a “B” plus a desire to learn and develop new skills in construction techniques. Display an interest and ability to work without supervision; interest and ability to mentor other students; demonstrate a superior knowledge of shop equipment and tools.

### **STUDENTS WITH DISABILITIES:**

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodations.

**RECORD KEEPING:**

Students will clock in and clock out on the time clock by my office. Each sign out must be initialed by Tony, Zak, Manuel or one of the graduate shop assistants. Students will clock in only when they are ready to begin work. Students will clock out anytime they are not actively engaged in work on the productions. Anyone who clocks in and leaves work by mistake must report their mistake immediately to Zak. Clocking in and not working for any reason is considered a violation of the honor code and will be dealt with accordingly. If you need a break for any reason that is going to last more than 3 minute, you must clock out.

**YOUR SUPERVISOR:**

After you have clocked in you will need to see a shop graduate assistant for your assignments of the day. If a shop graduate assistant is not in, then check with Manuel or Tony Berry for your assignment.

**HOLIDAY/RELIGIOUS DAYS:**

Student must list any “holiday” or “religious” day(s) that interfere with classes, labs, or backstage crew assignments on the signature page below that are not a standard University holiday.

**ONLINE COURSE EVALUATION:**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <http://evaluations.ufl.edu/results/>.

# SIGNATURE PAGE

NAME: \_\_\_\_\_

(PRINT)

**Students must print, fill out this page, sign and turn in with a work schedule to Zak by 3p.m., January 13<sup>th</sup>.**

I have read, asked, received clarification, and understood everything on this entire syllabus.

\_\_\_\_\_  
(Student ID number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Cell phone number)

I am performing in the production of : \_\_\_\_\_ ( name of show) in the role: \_\_\_\_\_.

I will not be in attendance at the University on:

\_\_\_\_\_ starting at \_\_\_\_\_ o'clock for \_\_\_\_\_  
(Date) (Time) (Name of holiday)

Note: Your hour requirement may change due to casting—but don't count on it—assume you need all 100 hours in the shop. Begin under this assumption and you will be ahead of the game!