

Production & Performance

Summer 2018

Course Title	THE4950 PRODUCTION & PERFORMANCE – Production Management
Meeting Room	McGuire Pavilion, Room #236
Meeting Time	To be arranged by each student with instructor Production Management hours available Monday - Friday between 9am-5pm and possible evening/weekend hours
Instructors	Jerry Dickey, Jenny Goelz, Zak Herring & Chris Kozak Nadine McGuire Pavilion Room 214 Office Hours: TBD Office Phone: 352-273-0501 E-mail: jdickey@arts.ufl.edu
Supervisor	Jenny Goelz – Production Manager Nadine McGuire Pavilion Room 236 Office Phone: 352-273-0340 E-mail: jgoelz@arts.ufl.edu

Course Description

The course is designed to give students hands on experience in area of theatrical Production Management. Students will work closely with the Production Manager on departmental productions in a variety of capacities ranging from organizational activities, safety taping, photocopying, etc.

Requirements

- 1- You must complete 75 hours by 4pm on August 10, 2018.
- 2- Come to work with a positive attitude and prepared to work!
- 3- Must wear closed toe/closed heel shoes. If you arrive to work with-out the appropriate attire you will be asked to leave and you will not receive credit for time not worked.
- 4- You must complete a time sheet each time you arrive and depart. The time sheet must be initialed by an instructor or supervisor each work day.

Attendance

Students are required to complete 75 hours within the semester in order to pass the class. Once you establish your weekly schedule you are expected to report to the Production Manager at those times. This is a weekly time commitment that we expect you to fulfill each week. We encourage you to plan for 6 hours each week in at least 2 hour blocks. If you are unable to accomplish hours due to sickness or emergency, you must call or e-mail the Production Manager to let them know that you will not be there. If you are unable to report for other reasons, you must get permission from the Production Manager in advance and make arrangements to make up the hours. Information on UF attendance policies can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Participation

This is a class and your focus while in class should be on the task at hand. Use of cell phones should be avoided except in case of emergency. Guidance and instruction should be sought out during completion of tasks. While this course does not have the same atmosphere as a classroom, we ask that you respect it as a

learning environment and behave accordingly. You must also wear closed toe/closed heel shoes while working in any production management capacity.

Grading

Fulfillment of 75 hours	50 pts
<u>Attendance, Participation & Attitude</u>	<u>50 pts</u>
Total	100pts

A = 100-94 pts	C = 76-74 pts
A- = 93-90 pts	C- = 73-70 pts
B+ = 89-87 pts	D+ = 69-67 pts
B = 86-84 pts	D = 66-64 pts
B- = 83-80 pts	D- = 63-60 pts
C+ = 79-77 pts	E = 59- 0 pts

Attendance, Participation & Attitude:

50 – 34 pts Excellent: Demonstrates a desire to learn and develop his/her skills. Takes interest and initiative in assigned projects. Meets all deadlines and arrives early or on time for all hours appropriately dressed. Displays a courteous and positive attitude.

35 – 26 pts Above Average: Shows initiative in assigned projects. Takes responsibility for their assigned projects and adequate notification if an absence is unavoidable. Displays a cooperative attitude.

25 – 0 pts - Average: Attends all scheduled hours on time, appropriately dressed for work environment and completes assignments satisfactorily.

Information on UF grading policies for assigning grade points can be found at

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Honesty Policy

Please refer to your student handbook for the University's honesty policy regarding cheating and the use of copyrighted materials. <https://catalog.ufl.edu/ugrad/1516/advising/info/student-honor-code.aspx>

Special Needs

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. <https://drc.dso.ufl.edu>

Counseling and Mental Health

Please be aware that there are people on campus to assist you if you feel that the pressures of a semester are too great for you to handle.

Counseling and Wellness Center & U Matter, We Care:

3190 Radio Rd.

352-392-1575

umatter@ufl.edu

www.counseling.ufl.edu/cwc/

University Police Department (UPD)

352-392-1111 (or 9-1-1 for emergencies)

www.police.ufl.edu