

Syllabus
TPA 4946
TPA 4950

**Production Practicum or Production and Performance
as an Assistant/Associate/Programmer in Lighting
Production**

Schedule will be determined by production department.

Assistant/Associate/Programmer - Lighting Designers

University of Florida
College of Fine Arts
School of Theatre and Dance

Below are general guidelines for working as an assistant lighting designer on productions produced by the School of Theatre and Dance.

The assistant/associate/programmer in lighting design and production duties shall include but not be limited to:

- ◆ help develop the lighting concept
- ◆ attend design conferences when possible
- ◆ attend production meetings when possible
- ◆ work with the designer in the drafting of the lighting plot and section
- ◆ work with the designer to create all related paper-work
- ◆ check all paper-work for accuracy
- ◆ keep designer informed of changes to the plot
- ◆ work with production electrician to keep paper-work current
- ◆ work with production electrician to develop list of perishables for purchase
- ◆ serve as communication liaison between designer and electric staff
- ◆ work with the production electrician keep paper-work updated

- ◆ work with the production electrician to hang calls and run the focus calls
- ◆ act as the “scribe” for the designer during rehearsals and technical rehearsals
- ◆ keep notes from all rehearsals and deliver notes to the electric’s department
- ◆ make minor design decisions in the absence of the designer

Grade shall be based upon the following:

1. Perfect punctuality at all required work calls
2. Any unavoidable lateness shall be reported immediately to the production team via voice phone, text or email
3. All preparation as directed by the assigned LD, faculty and staff shall be completed to the best of your ability
4. All team members shall be treated with respect and collegiality
5. Competency in areas required shall be achieved before tech rehearsals and any lack of preparation shall be cause to replace you
6. Professional conduct is expected (professional conduct is based on what is standard in the industry) if you are uncertain speak with your mentor or electric’s staff

The BFA is a professional training and therefore profession performance is expected.

There is little room for gray areas in a scenario like this. We expect you to perform in all areas of this position as a professional. Failure to do so in any way shall constitute a failing grade in the class.

Excellent performance is expected and will yield a grade of A
Anything less than excellent performance will be viewed, as a failure will be cause for a grade of F

Extenuating circumstances will require a letter from a medical professional that explains why you were unable to perform in a satisfactory manner. This is the only consideration for a failing performance.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

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 or three 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 <https://evaluations.ufl.edu/results/>

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University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Counseling and Wellness Center

Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 911 for emergencies.

