

## SHOWCASE EXPERIENCE

SPRING 2020

DAA 4930 1 Credit

Monday Meeting time: Select Dates, 6:30 PM – Until, plus Performance/ Event Schedule

### INSTRUCTORS OF RECORD:

Trent D. Williams, Jr. [trentw@ufl.edu](mailto:trentw@ufl.edu)\*

Supervisors: Showcase Stage Managers and SoTD Production Team

Offices: Nadine McGuire Theatre & Dance Pavilion 2<sup>nd</sup> floor

Office Hours: By Appointment (Posted on Office Door)

Office Phone: 352-273-0500 - Main Office

\*Email Policy: Use ONLY your [UFL.EDU](mailto:UFL.EDU) email account for e-mail correspondence related to class. Please include your name & class in the subject line or within the body of all correspondence.

Syllabi are posted at CFA website under: Student & Parents:

<http://arts.ufl.edu/syllabi/>

Lab Fees can be located at: <http://registrar.ufl.edu/soc/201608/all/theadanc.htm>

Because this class culminates with your participation as a member of a technical crew or management team within a production or event, it possesses a very unique structure and follows a non-traditional class schedule. It is vital that you read the complete syllabus and if there is any confusion, ask questions. Due to the nature of the schedule, there is an understanding that if you are taking this class, it is mandatory that you attend all the events assigned within this syllabus. This is imperative during performance week. You are an important part of a team with specific and often unique duties that only you will know how to accomplish. **You should have the performance week totally clear to work the show – no exceptions without it affecting your grade.**

It is your responsibility to know your Showcase Experience schedule. Check your UFL email & the dance studio bulletin boards for updates often. If you have questions, ask.

### Class Description:

This course is designed to develop awareness in dance and theatre production as it relates to creative work leading to performance; to gain knowledge and skills

'behind the scenes' of a production and to learn what it takes to produce either a full evening repertory performance or the mechanisms behind building and running an event, such as a festival or conference.

Objectives:

- To expand the student's knowledge in technical backstage theatre work for dance concerts/showcase venues and/or event organization and management for specific events related to the field of dance.
  - To develop an awareness of the development of dance productions both creatively and practically, as well as develop an appreciation for what happens on both sides 'of the curtain.'
  - To develop management skills related to the execution of a production or event.
  - To expose the student to fresh approaches to the creative process.
  - To develop collaborative skills related to working as a team to accomplish tasks and fulfill assignments.
  - To provide the student with experiences which reinforce their discipline and strengthen their sense of responsibility within a pre-professional creative environment.
- Grading Policy:

60 points: Attendance and participation

Deductions:

Missing an assigned tech or dress rehearsal = half letter grade

Late for an assigned tech or dress rehearsal = 5 points

Missing or late for an assigned performance assignment = full letter grade

25 points: Professional demeanor: attire, attitude, collaborative ethic, and work ethic

10 points: Summary Paper - After the event or performance is completed, turn in a one-page summary of your assignment. It should include the details of the UnShowings, what you did for the performance, when you did it, what you learned, your attendance and send it in the body of an e-mail to [trentw@ufl.edu](mailto:trentw@ufl.edu) (do not send as a Word Doc only .pdf)

5 points: Turning in signed portion of syllabus (hard copy)

#### GRADING SCALE:

Total: 100 points

A	93-100 points
A-	90-92
B+	86-89
B	83-85 points
B-	80-82
C+	77-79
C	73-76 points
C-	70-72
D+	67-69
D	63-66 points
D-	60-62
E	59 and below

The schedule and procedures in this course are subject to change. Students will be notified of changes through UFL e-mail or posted on the Dance Board in McGuire (across from the drinking fountain).

Students must assume a professional demeanor during creative periods, showings, rehearsals and performances, which includes attentiveness, energy, willingness to help others, ownership of their responsibilities, timeliness, good work ethic, focus, and precision with their tasks during production.

#### Dress Policy:

- When working backstage as a stagehand, stage manager, crew, etc. ALL students must wear black clothing and black (dark) sneakers to minimize visibility to audience members.

- When working for an event and in front of the public, dress would be business smart attire: business presentable, but not formal.
- When loading in a show, striking a show, or working backstage, you must wear close-toed shoes or you will not be allowed to participate.
- For Backstage Work: No large jewelry, including all non-stud earrings, necklaces & watches.
- No chewing gum, food or beverage allowed in the studios or theatres at any time. Only water with a cap or lid is allowed in most areas.

Please be aware that dancer and crew call for tech/dress rehearsals and performances is generally a minimum of 2 hours prior to curtain.

This schedule may CHANGE- stay open and flexible for the entire production/ performance week.

Students assigned to work on a Showcase are required to attend the events below:

Tentative Dates UnShowing/Adjudication/ Spring 2020 BFA Showcase

First UnShowing - Monday, February 24, 2020 at 6:30 PM – 8:30 PM  
Adjudication Showing: Monday, March 23, 2020 at 6:30pm – until finish  
Friday, March 27, 2020 Load in for BFA Showcase at 9:00AM in Studio G-6  
Saturday, March 28, 2020 keep open for Program A & Program B  
Sunday, March 29, 2020 keep open for Program A & Program B  
Monday, March 30, 2020 - Program A stage hands  
Tuesday, March 31, 2020 - Program B stage hands  
Spring 2020 BFA Showcase - Wednesday, April 1 (Program A at 7:30pm)  
Thursday, April 2 (Program B at 7:30pm)  
Friday, April 3 (Program A at 7:30pm)  
Saturday, April 4 Community in Motion Performance  
(2:00P)\*  
Saturday, April 4 (Program B at 7:30pm)  
Sunday, April 5 (Program A at 2:00pm)  
Sunday, April 6 (Program B at 4:00pm)  
\*Free Performance -First come first serve basis \*

Sunday, April 6, 2020 Strike for BFA Showcase after Program

**Notes:**

1. Tech/Dress rehearsal call times may be adjusted pending production needs.
2. Performance call times will be finalized during tech.

**For tickets, please call the SOTD Box Office at (352) 392 -1653 or visit [ticketmaster.com](https://www.ticketmaster.com).**

**Please make sure to check your emails frequently throughout the entirety of the festival. Trent D. Williams, Jr. will be sending out important information regarding reminders of performances around campus as well as tech schedule for the culminating performance.**

**SOTD DANCE ATTENDANCE:**

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

**Dance Technique Class Attendance Guide:**

- Mindful participation in each class meeting is the only way to meet the objectives of this course.
- Attendance, which is mandatory, means that when you enter the classroom, you are present, alert, and contributing to the progress of the class every second.
- If you are not present when attendance is taken or class begins you are marked absent.
- In the case of extended health issues, refer to the Injury and Illness Policy in the SoTD 2016-17 Handbook (SoTD website) and included in this syllabus.

**Dance Technique Class Absence Policy**

- Five (5) or more absences (excused or unexcused) result in automatic failure.
  - All undocumented absences are unexcused: each unexcused absence = 5 point deduction. Excused absences may include those related to illness/injury which are documented by a medical professional. Events related to family emergencies or professional obligations should be discussed with your instructor. (See Make-up Policy for more information on excused absences.)
- If you should leave the event early, 3 points are deducted from your grade.

- UF approved religious days are excused. (Travel time not included.) You are responsible for material covered during your absence – if you have a conflict during a performance please inform the instructor at the start of the semester. Remember you are required to attend all required performances, so plan wisely.
- A MEDICAL WITHDRAWAL will not be supported without approved documentation. An Incomplete is only considered by UF Dance in extreme cases.

#### UF Absence Policy

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

- Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting.
- In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.
- You cannot participate in classes unless you are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to instructors.
- If you do not participate in at least one of the first two class meetings of a course or laboratory in which you are registered, and you have not contacted the department to indicate your intent, you can be dropped from the course.
- You must not assume that you will be dropped, however, the university recognizes the right of the individual professor to make attendance mandatory. After due warning, professors can prohibit further attendance and subsequently assign a failing grade for excessive absences.

#### MAKE-UP POLICY: Dance Technique Class – Makeup Policy

- You are responsible for all material covered during any absence.
- There are no makeup options for unexcused absences.
- Absences from Event/Performance Assignments must have approved documentation.

- To earn credit (amount of credit determined by the instructor) for an excused absence you must do two things: 1) Immediately after your return to class, turn in approved/legal documentation to instructor. If you need the original documentation, the instructor will accept copies. 2) Make-up the class with an approved assignment submitted on the required date. If the assignment is to attend another class as a make-up, it must be the same technical level, or lower; student must request permission of that instructor.
- Please consult the following sites for UF's physical and mental health resources: <http://shcc.ufl.edu/> (Student Health Care Center) <http://shcc.ufl.edu/forms-records/excuse-notes/> (excuse note policy) <http://dso.ufl.edu/> (Dean of Students)
- STUDENT ON-LINE EVALUATION PROCESS 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/>

#### UF POLICIES:

##### UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://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

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/> - 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 (<http://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 in this class.

#### COUNSELING AND WELLNESS CENTER CONTACT INFORMATION:

<http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392- 1111 or 9-1-1 for emergencies.

NETIQUETTE: COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [<http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

#### GETTING HELP:

If applicable: For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support



## Load-in

This is a scheduled event where the crew converts the studio space into a performance space. It usually requires the set-up of platforms and chairs, the placement of lighting “trees” or “booms” and cables, the hanging of curtains/legs, and other set-up as required. You must wear closed-toe shoes to this event.

## Strike

This is a scheduled event after the final show where the crew reverses what was accomplished in the load-in. You must wear closed-toe shoes to this event.

## Crew Call

The time when you are required to be in the building and ready to go – it is NOT the time when you walk in the building.

## Serving as Crew

The crew to any show is a vital part of the production process. Serving as a crew member means that you will be doing preparation of the actual show prior to the arrival of the audience and staying to set up for the next show after the audience leaves. You may be assisting the dancers, setting up set pieces or props during the show, mopping the stage, or simply waiting for your next assignment. (This is a ‘hurry up and wait’ business, so be sure to bring some homework with you!) Your authority figure (besides the faculty members) is the Stage Manager. Even if this is a peer, you are expected to listen and obey. When given a command or a call by the Stage Manager or Assistant Stage Manager, one always says, “Thank you” and repeats the command (example: The Stage Manager says, “Five Minute call.” The proper response is, “Thank you, five.”) A good crew member is one who sees the task before it is required of them, or asks what can they do to help.

Please make a copy of this page and turn it in during the first Showing (5 pts). By signing this, it means that you have read this syllabus and will abide by the guidelines and schedule for Showcase Experience. It also signifies that you have checked your schedule and understand that you are free for the entire week leading to the Spring 2020 BFA Showcase culminating performances (April 1 – 6, 2020).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_