



THE 4950: *Production Workshop - Electrics*

Section 5953: Mondays & Wednesdays 10:40 AM-12:35 PM (Class # 15928)

Section 5954: Tuesdays & Thursdays 10:40 AM-12:35 PM (Class # 18306)

Syllabus for Fall 2025

CLASS:

Students will be required to sign in at the beginning of each session in Conference Room 212.

INSTRUCTOR:

Jim Foster - jamesfoster@ufl.edu

TEACHING ASSISTANTS FOR SECTION 5953 MONDAYS & WEDNESDAYS:

Jonathan Leatherman - jleatherman@ufl.edu

Travis Smoak - smoakt@ufl.edu

FINAL:

This class does not have a final exam.

OFFICE HOURS:

Mondays and Wednesdays, period 2, 8:30AM -9:20 AM, Nadine McGuire Pavilion, Electrics Shop

GENERAL CLASS DESCRIPTION:

This course provides hands-on learning in stage lighting and digital media for theatre production. Students will work directly with theatrical lighting equipment, contribute to the implementation of lighting and digital media designs for departmental productions, and build foundational skills in operation, facilitation, safety, and maintenance. Emphasis is placed on applying industry-standard practices in a collaborative, production-based environment. Repeat enrollees can expect to review their skills and progress to activities directly related to lighting and digital media needs for departmental productions.

GENERAL COURSE OBJECTIVE:

To develop students' foundational skills in stage lighting and digital media through hands-on production work, emphasizing safety, professionalism, technical proficiency, and effective collaboration in a theatrical environment.

ELECTRICS SHOP EXPECTATIONS

Students are expected to:

- Arrive on time, prepared to begin work
- Follow all safety protocols without exception
- Maintain respectful, professional conduct in all interactions, including being receptive to guidance and instruction
- Communicate clearly and consistently with the instructor and peers
- Participate fully in crew tasks and production builds
- Take responsibility for personal work and contribute to team objectives
- Electronics in the workspace – Personal devices may be used only for class-related purposes. Emergency calls or messages must be taken outside the workspace, with the device stored when not in use. Headphones and earbuds are not permitted at any time.

REQUIRED MATERIALS

Tools:

- Pen or pencil
- 16' (minimum length) steel tape measure
- 6" or 8" adjustable wrench

Students are expected to bring all required tools to every class. Preparedness, including having necessary tools on hand, is part of the daily participation grade.

Attire:

Work clothes are required: long pants, sturdy closed-toe, closed-heel shoes, and no dangling jewelry. Dressing appropriately is a safety requirement. Students not in proper attire will be dismissed from class and will receive no participation credit for that day.

COURSE SCHEDULE

Note: The weekly schedule is subject to change based on production needs or other factors. Any changes will be announced in class and/or posted on Canvas.

WEEK	DATE	NO CLASS	SUBJECT
1	August 18, 2025	Class only on Thursday, August 21st	Syllabus Overview
2	August 25, 2025		Syllabus Overview, Electrics shop Overview, Lighting units Instructional and Maintenance
3	September 1, 2025	NO Class on Monday, September 1st	Prep Hang for Rent
4	September 8, 2025		Electrics Hang for Rent
5	September 15, 2025		Troubleshoot Hang for Rent
6	September 22, 2025		Lighting Maintenance, Inventory Solutions
7	September 29, 2025		Rep Hang in Black Box
8	October 6, 2025		Tech Notes on Rent, Lighting Maintenance, Inventory Solutions
9	October 13, 2025		Lighting Maintenance, Inventory Solutions

10	October 20, 2025		Lighting unit Maintenance, Prep Hang for Agbedidi
11	October 27, 2025		Light Hang for Agbedidi
12	November 3, 2025		Troubleshoot Hang for Agbedidi
13	November 10, 2025	NO Class on Tuesday, November 11th	Lighting Maintenance, Inventory Solutions
14	November 17, 2025		Lighting Maintenance, Review Materials and Equipment
		NO CLASSES THE WEEK OF NOVEMBER 24th	
15	December 1, 2025	End of Classes Dec 3rd	Electrics Hang for F. Punk

BEHAVIORS

Daily participation is evaluated on a 1–4 scale, with 4 indicating consistent demonstration of the listed behaviors and 1 indicating minimal demonstration.

Category

Observable Behaviors

Punctuality & Preparedness

Arrives on time and ready to work; in required attire (closed-toe shoes, long pants, no dangling jewelry); brings necessary tools and materials.

Safety & Responsibility

Follows all safety protocols; uses equipment correctly; maintains a clean, organized work area; reports hazards or issues immediately; completes assigned tasks thoroughly.

Communication

Checks in with instructor or crew head; asks clarifying questions; provides task updates; informs team of delays or obstacles.

Focus & Initiative Stays on task; avoids personal phone use during work; uses downtime to clean, prep, or assist; volunteers for tasks when appropriate; uses personal devices only for class-related purposes, with emergency calls/messages taken outside the workspace.

ATTENDANCE POLICY, MAKE-UP POLICY, AND PARTICIPATION SCORING

Attendance and active participation are essential to success in this course.

- Only one (1) unexcused absence is permitted without penalty. Each additional unexcused absence lowers the final grade by 5%. Three unexcused absences result in a failing grade.
- Late arrivals are recorded and will reduce the *Punctuality & Preparedness* portion of the daily participation score.
- Excused absences follow University of Florida policy and require appropriate documentation. Examples include:
 - Illness with official doctor's note (on letterhead, with contact info, date/time of visit, diagnosis, and provider's signature)
 - Serious family emergency
 - Special curricular requirements (e.g., field trips, conferences)
 - Military obligation
 - Severe weather conditions
 - Participation in official UF activities (e.g., performances, athletic events, debate)
 - Court-imposed legal obligations (e.g., jury duty, subpoena)
- Students should notify the instructor by the end of Week 1 about any religious observances that will affect attendance.

Daily Participation Scoring

Each scheduled class meeting is evaluated using the Daily Participation rubric (1–4 points per

category). Your semester participation grade is the average of all scored days.

- Excused absences are excluded from the average and do not lower your participation grade.
- Unexcused absences receive no participation score for that day and are subject to the attendance penalties described above.
- Late arrivals or early departures will reduce the *Punctuality & Preparedness* portion of the rubric score.

Make-Up Time

Limited make-up opportunities may be available for unexcused absences, depending on shop needs, and must be approved in advance by the instructor.

Additional Notes

- Any student with three total absences (excused or unexcused) must meet with the instructor and/or area faculty to discuss continued participation.
- Course materials will be provided for excused absences, and students will be given a reasonable amount of time to make up any missed work.
- More information is available in the [UF Undergraduate Catalog Attendance Policies](#).

GRADING POLICY

Final grades are assigned according to the University of Florida grading scale:

Percent Range	Letter Grade	Grade Points
90.0 – 100.0	A	4.00
87.0 – 89.9	A–	3.67
84.0 – 86.9	B+	3.33

81.0 – 83.9	B	3.00
78.0 – 80.9	B–	2.67
75.0 – 77.9	C+	2.33
72.0 – 74.9	C	2.00
69.0 – 71.9	C–	1.67
66.0 – 68.9	D+	1.33
63.0 – 65.9	D	1.00
60.0 – 62.9	D–	0.67
0 – 59.9	E	0.00

More information on UF grading policies is available at:
[UF Undergraduate Grading Policies](#)

STUDENTS REQUIRING ACCOMMODATIONS

Students with disabilities who experience learning barriers and wish to request academic accommodations should connect with the [Disability Resource Center](#). It is important to share your official accommodation letter with the instructor and discuss your access needs as early as possible in the semester. Accommodations apply to all course activities, including class meetings, shop work, and production participation.

STUDENT WELLNESS & SUPPORT

Well-being is important to success in this course. The University of Florida offers a variety of resources to support students' mental, emotional, and physical health:

- **U Matter, We Care:** Provides support for students in distress.
Email: umatter@ufl.edu | Phone: 352-392-1575
- [Counseling & Wellness Center](#) | Phone: 352-392-1575
- [Student Health Care Center](#) | Phone: 352-392-1161
- [University Police Department](#)
 - Non-emergencies: 352-392-1111
 - Emergencies: 911
- [Sexual Violence Response](#)
Confidential advocacy and support for survivors.
Phone: 352-392-1161

If you or someone you know is in distress, please reach out for help. You can also speak with the instructor for help connecting to appropriate resources.

ACADEMIC RESOURCES

- [E-Learning Technical Support](#) | 352-392-4357 (select option 2)
- [Career Resource Center](#) | Reitz Union, 352-392-1601
- [Library Support](#)
- [Teaching Center](#) | Broward Hall, 352-392-2010 or 352-392-6420
- [Writing Studio](#) | 302 Tigert Hall, 352-846-1138

Student Complaints

- [On Campus Student Complaint Process](#)
- [Distance Learning Student Complaint Process](#)

UNIVERSITY HONESTY POLICY

UF students are bound by The Honor Pledge:

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, 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](#) specifies behaviors in violation of this code and possible sanctions. Students are obligated to report any condition that facilitates academic misconduct. Questions or concerns should be discussed with the instructor.

SOFTWARE USE

All faculty, staff, and students of the University are required to follow laws and legal agreements governing software use. Violations can result in monetary damages, criminal penalties, and disciplinary action under University policy. We pledge to uphold the highest standards of honesty and integrity in this regard.

STUDENT PRIVACY

Federal law protects students' privacy regarding grades and academic records. For more information, see the [UF Registrar's FERPA Policy](#).

COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at [GatorEvals](#). Evaluations are typically open during the last two to three weeks of the semester, and students will be notified when they are available. Summary results are also accessible at the [GatorEvals website](#).