

# DANC 5360.1: Seminar in Dance Production

Spring 2018

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**Instructor:** Professor David Deveau

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**Phone:** 936-294-4006 (Office)  
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**Class Time:** Tu/Th, 9:30-10:50 AM

**Office Location:** PAC 150B

**Office Hours:** 9:00-11:00 AM (M/F)  
(by appointment only)

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**Prerequisites:** None

**Materials:**

- *Dance Production: Design & Technology*  
ISBN-13: 978-1138795914  
ISBN-10: 1138795917
- One pair of dark colored, close-toed shoes which include tennis shoes or work boots. No flip flops, bare feet, heels, crocks, toms, or dance shoes.
- A solid black loose-fitting t-shirt. No logos, glow in the dark or reflective surfaces.
- A solid black pair of pants or shorts with pockets. They may not be leggings or booty shorts. Dance attire is not acceptable crew attire.
- A solid black long sleeve shirt or hoodie is recommended. Any added layers must be black and approved.

**Course Description and Objectives:** When you strip away the major areas of dance production (lights, sound, costumes, management, and front of house) you are simply left with a naked body, in the silent darkness, performing for no one. If you have ever been to a live performance or performed in front of a crowd, some aspect of dance production was involved. It's inescapable. Having the right production staff can make or break an organization and having a well-trained, good spirited crew makes the production run smoother for all parties involved. In this course, you are going to learn about the various roles, jobs, duties, and skills needed to take dance from the studio to the stage. Having the knowledge and skills that you will learn in this class will open other opportunities and career paths in the performing arts and make you a more informed artist and performer. Over the course of the semester, hardworking students will:

1. Build a better understanding and appreciation for all technical aspects that come together to create an optimum performance atmosphere.
2. Gain factual knowledge through research and practical application.
3. Learn best practices and terminology used by professionals in the field.
4. Build better communicative skills in the collaborative process.

**Grading:** Your grade will be a weighted average of the items in the following table. Details of each assignment appear after the table.

Component	Weight
3 Major Projects	60%
Blackboard Homework Assignments	20%
Midterm	10%
Final	10%

The attachment of letter grades to point values will be the following:

**90-100-A; 80-89-B; 70-79-C; 65-69-D; 0-64-F.**

## Major Projects

**Production Assistant Assignment:** Every student will be given an opportunity to be a production assistant during the spring semester. The production assistant assignment is an opportunity for you to gain hands on experience in the skills you will be learning from reading the textbook and instructor lectures. You will be evaluated on an individual basis as to your level of involvement, ability to display knowledge presented in the course, as well as attitude, effort, and general signs of improvement. Professionalism will be expected always. Laziness, excuses, and negative attitudes will not be tolerated. Notation of your behavior will be made and will be heavily factored into your grade.

For each crew assignment, you will be given a production schedule with full production dates, including production meetings, tech rehearsals, dress rehearsals, and performances. You will be expected to know when you are called and show up accordingly. Standard professional practice is to show up 15 minutes prior to your call time so you are ready to work at the call time stated. What this means is you need to check in with the production manager for the show prior to the call time so he/she knows you are present. Your focus should be entirely on prepping for the tech, dress, or show that is about to take place. This is not a time for eating, socializing, or wandering around the building. Proper crew attire ("show blacks") & close-toed shoes) should be worn for the duration of the assignment. When you are not being used, you should be sitting in earshot of the production manager in order to take notes and to be actively engaged in observing the process.

By no means should anyone arrive late or leave early. If you are running late or need to leave early because of an unforeseen circumstance, act of God, or preapproved tardy for academic reasons, you must inform the production manager by a phone call, text message, and email (in that order) as soon as you are aware of the need. Failure to communicate will have a negative impact on your grade by a minimum of 5 percentage points off your final grade for that assignment. Lying about the reason you are late or need to leave early will not be tolerated. You will immediately receive a zero for that assignment. Failure to show up to a single crew call for a run crew assignment, without previous approval, also known as a no-call-no-show, will result in the grade of zero for that assignment.

Think of each show crew as a team. You are part of that team. No one is an individual on crew. Each member is part of the team and the more proactive each member is the better overall experience everyone will have. Everyone should be looking out for everyone else's safety. If you see something, say something even if you aren't 100% sure you are right. I would rather you be wrong 9 times out of 10 than miss that 1 time that may prevent an accident or something go wrong in a show.

When working your production assistant assignment, you must be **completely sober**. Do not show up intoxicated, strung out, or high to an assignment. I have a zero-tolerance policy for this, not only because it goes against the SHSU Student Code of Conduct but also because it creates an unsafe work environment and could be potentially life threatening to those who are depending on you. If there is even a hint of alcohol or marijuana use detected you will be asked to leave immediately and reported to the dean of students for proper disciplinary action which may include random drug testing, suspension or expulsion from the university.

**Personal Research Assignment:** This assignment allows for some flexibility in order to meet the student at the crossroad of their level of knowledge and their personal interest. When deciding on a topic for this project, each student should approach this as an opportunity to go deeper into a specific area of dance production. This project will have a written and practical component which will be specific to the area of production chosen (ex. If you choose lighting as your area of research, the written component can discuss

the use of lighting design in dance and how that has evolved over time, and/or it could also include the production processes used by different levels of dance companies in a specific region of the world. The practical application would be to create an original lighting design for a set piece of choreography or specific piece of music).

**Research Paper Component:** Each project will have a research-based written component. A one-page prospectus will need to be approved prior to the student beginning the project. The paper should meet the following minimum requirements:

- 8-12 page double-spaced (10 or 12 size fonts, Arial or Times New Roman only with normal margins.
- Minimum of 10 sources including at least 4 sources either from books or journals.
- Follow all MLA format guidelines.
- The final document will be submitted through Turnitin on Blackboard. Plagiarism will result in a final course grade of "F" and the student will be immediately reported to the university for disciplinary action.

**Practical Application Component:** Each project will have a practical application component that will outline the process and final product of the area of production chosen by the student. The practical application portion should meet the following requirements:

- Must have a visual component.
- Must show an in depth understanding and professional execution of the subject matter.
- Must present a final product (design, presentation, creative project).

**Dance Festival/Collaboration Project:** This project will give you the opportunity to apply what you learn in this course through the lens of the choreographer. You will be working with a lighting designer/production manager, utilizing online resources (email, video, cloud services) to design lights for a work that you are submitting to a dance festival. You will be given all relevant information, forms, and a timeline to complete the project. At the completion of this project you will be required to submit the work to a dance festival. You will turn in your confirmation email as proof of submission. In the event you are already planning on submitting to a festival that will occur during the semester. You may use this opportunity to complete this assignment.

**Blackboard Homework Assignment:** Corresponding to each unit of production there will be an automatically graded assignment in Blackboard that is intended to give you practice with the key concepts covered in each area. Details as follows:

- These assignments are not test, although they will appear that way in Blackboard. These are open book, open note, and open internet assignments. Feel free to work on them in groups and consult each other or myself on any question you may find difficult. Please be aware that the questions will be randomly generated and the details of each question may not be entirely the same so copying directly off someone else's assignment may not result in a correct answer.
- You will be given three opportunities to complete each homework assignment and I will take the highest grade earned whether it's your first, second, or third attempt.
- When calculating your final grade, I will drop your lowest Blackboard homework assignment grade. **You will not have the opportunity to do makeup work or take an assignment after the due date has closed.** Don't even ask! You will receive the same answer every time...**NO**...so don't even waste your time emailing me or coming by my office with an excuse. **Not going to happen!!!**
- I highly recommend using Chrome or Internet Explorer to do all Blackboard assignments. Please make sure to call the help desk if you run into any issues. They can be reached at 936-294-2780 or you can email them at [blackboard@shsu.edu](mailto:blackboard@shsu.edu).

**Midterm:** The midterm will be administered on Blackboard. It will be a self-grading test made up of multiple choice, fill in the blank, true or false and matching questions. You will have 1-hour to complete the test once beginning. You will not be able to pause the test or go back and retake it.

**Final Exam:** The final exam will be administered on Blackboard. It will be a self-grading test made up of multiple choice, fill in the blank, true or false and matching questions. You will have 1-hour to complete the test once beginning. You will not be able to pause the test or go back and retake it. This final will be cumulative, covering the entire textbook and information given in course lectures.

**Communication Expectations:** Part of being a good student, team member, and general human being is being able to communicate in the proper way, through the proper channel, in a timely manner. I expect you to ask for help at some point in the semester. If you have a question or concern that only pertains to you please email me directly or setup a time to meet with me in person. Do not just come by my office without scheduling an appointment first. I will also have two discussion boards setup on Blackboard. One, I will monitor and the other I will not. The one I monitor is a place for you to ask me questions that relate to the course as a whole, or has to do with a specific question on an assignment that others may benefit from my answer. The one I do not monitor is for you to communicate with your peers. If you ask a question for me pertaining to a particular problem, please be as specific as possible. Remember that I can't read your mind. Also, please remember that as Professors we are not Doctors and we are not on call 24/7. I will do my best to respond to any communication during a weekday within 24 hours and on a weekend within 48 hours. Please do not wait until the last minute to do an assignment and then expect an immediate response when you have an issue. If you don't do well as a result that is on you for waiting until the deadline and not on me.

Please note that when emailing me you must use proper email etiquette. **Do not "textmail" me!!!** "Textmail" is sending me an email that looks like a text message. When you email me, you must have a subject in the subject line that includes the course number and gives me some context as to what you are writing your email about, you must have a proper salutation or greeting ("Professor Deveau,"), a thorough body of text using real English words (no abbreviations or slang), and a signature line with your full name (first and last). If any of these items are missing from your email you **will not** receive a response from me.

**Extra Credit: I do not offer any individual extra credit.** The option to offer extra credit to the class as a whole is entirely at my discretion. Please keep in mind that if you have not completed all regular assignments you will not be eligible for extra credit.

One way you can receive bonus points this semester is by finding mistakes or errors in the class materials. If you find any misspellings, grammatical errors, or logical errors in any of the written class material please take a screen shot of it and email it to me with a brief explanation. You will receive one extra credit point for each error you find. You may receive up to 10 extra credit points each semester. Those points will be added to your lowest test grade. This will be on a first-come-first-serve basis, meaning if two people find the same error then whoever sent it to me first will be awarded the extra point.

**Methods of Instruction:** This course will be mostly comprised of hands-on activities, lectures, digital handouts, and team building exercises through face-to-face and online instruction.

**Attendance Policy:** Due to the participatory nature of the course, attendance is mandatory. Attendance will be taken every class period. Students are allowed two absence. Each absence above one will lower the student's course grade by **5 percentage points**. No make-up classes will be allowed. Absences for official university

functions may be excused provided that the student requests this accommodation well in advance and presents official documentation. Documentation after the fact will not be accepted. All other absences count toward the total of one. **Professional opportunities** will be assessed at half an absence.

**Tardy Policy:** Students will not be allowed to be tardy to class. The professor will take a photo of all students in attendance at the start of class and any student not in the photo will be considered **absent**.

**Online Learning:** There will be several “online” days throughout the semester and those will be communicated to you through the course calendar located in Blackboard as well as the Course Calendar breakdown attached to the syllabus. Please keep in mind that this is a “hybrid” course. That means that 51% of instruction will occur online through various forms including but not limited to: tutorial videos, pre-recorded lectures, live interactions, participating in discussion boards and notifications via Blackboard.

**Individual students may be asked by the instructor to redo assignments if the original assignment turned in does not meet the minimum expectations of the instructor.**

**Cell Phone Policy:** All cell phones must be put on silent and placed out of sight of the instructor during the class period unless otherwise instructed. Any student using a cell phone during class will be asked to leave class which will result in an absence recorded for that day as well as a zero on any assignment being worked on in class. You will still be required to have full knowledge of whatever is taught in class that day and special arrangements to reteach material will not be made available. 5 minutes of each class period will be designated as a “social break” where you will be allowed to use your cell phone to check messages, Twitter, Facebook, Snapchat or any other app you believe can’t make it without you until class is over.

**Dance Program Casting Policy:** Students who make grades lower than B in dance technique classes or a grade of F in other dance coursework will be ineligible for casting in the Dance Spectrum Concert the following semester.

**Academic Dishonesty:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/dean-of-students/policies/>.

**Classroom Rules of Conduct:** Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

**Visitors in The Classroom:** Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

**Students With Disabilities Policy:** It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: <http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

**Student Absences on Religious Holy Days Policy:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see: </dept/academic-affairs/documents/aps/students/861001.pdf>

For further information on university policy please visit:  
<http://www.shsu.edu/SYLLABUS/>

Week of	Topics	Textbook Reading
1/15	read the syllabus; be familiar with all policies, procedures, and requirements of the course; begin studying for the syllabus quiz.	Chapter 1
1/22	review the syllabus; familiarize yourself with the call board, the PAC & the Dance Theater; <b>Syllabus Quiz due at 11:59 p.m. on 1/28</b>	Chapter 2-3
1/29	review pre-production planning and performance spaces; lighting overview <b>Prospectus Due at 11:59 p.m. on 2/4</b>	Chapter 4
2/5	review lighting; sound overview	Chapter 6
2/12	review sound; costume, hair, and make-up <b>Blackboard HW Assignment #1 Due at 11:59 p.m. on 2/18</b>	Chapter 10
2/19	review costume, hair, and make-up; stage management;	Chapter 14
2/26	review stage management; scenery & props <b>Blackboard HW Assignment #2 Due at 11:59 p.m. on 3/04</b>	Chapter 8
3/5	review scenery & props; projections & video	Chapter 12
3/12	<b>SPRING BREAK/ACDA</b>	
3/19	review projections & video; creating the lighting design; <b>Midterm opens at 6 a.m. on Wednesday 3/14 and closes at 11:59 p.m. on Sunday 3/25</b>	Chapter 5
3/26	review lighting design; sound design	Chapter 7
4/2	review sound design; costume design <b>Blackboard HW Assignment #3 Due at 11:59 p.m. on 4/8</b>	Chapter 11
4/9	review costume design; scenic design	Chapter 9
4/16	review scenic design; projection design <b>Blackboard HW Assignment #4 Due at 11:59 p.m. on 4/22</b>	Chapter 13
4/23	<b>SPECTRUM - Nothing Due/No Assignments</b>	
4/30	review dance, theater, & stagecraft terminology <b>Blackboard HW Assignment #5 Due at 11:59 p.m. on 5/6</b> Final Presentations <b>Final Presentations will be presented during</b>	Chapter 15-16

**our final class period on Thursday, 5/3**

5/7

Final Exam

**Final exam opens at 6 a.m.**

**on Monday 5/7 and closes at 11:59 p.m.**

**on Thursday 5/10**



## **Usher Procedures for School of Music and Department of Dance Events Spring 2018**

- A. Sign in and Position Assignment
  - 1. Arrive at the box office one hour prior to performance time. (i.e. Performance begins at 7:30, be there at 6:30)
  - 2. Report to the house manager, who will have a sign in sheet and last minute announcements and changes.
  - 3. Leave cell phones in the box office. (**no exceptions!**)
  - 4. Position assignments will be made by house manager based on time of arrival.
- B. Walk Through
  - 1. When it is cleared by both stage manager and house manager, every usher will assist in a space walk through.
  - 2. During the walk through, each usher will slowly walk through to find any trash left behind and check for any damages in the house. If damage is found, report it immediately to the house manager.
  - 3. This same walk through will happen at the end of each performance as well.
- C. House Open
  - 1. After gaining permission from the stage manager, the house manager will instruct you to open the doors to allow patrons in.
  - 2. There will be at least two ushers at each set of doors that will be open.
  - 3. One usher will be in charge of handing programs out, and the other usher will be in charge of keeping an accurate count of patrons in the performance space. It is important to keep an accurate count at all times due to fire code and also for statistics.
  - 4. When cued from the house manager, the ushers will close the doors preparing for the performance to begin.
- D. During Performance
  - 1. Once the doors have been closed, one usher (already assigned by house manager) will remain inside the doors of the performance space, while the other will remain outside in the lobby area.
  - 2. The inside usher is to insure the comfort of patrons and assist them with anything they might need. The inside usher must be on lookout for prohibited items at all times. (i.e. food and drink) Inside ushers are to also assist patrons with possible problems such as a health issue or of a noisy child. If there is a health issue of any kind, please report it straight to the house manager or stage manager.
  - 3. The outside usher is to make sure tardy or "moving" patrons stay outside the space until a break in the performance occurs. The outside usher needs to be friendly and to make small conversation with the patron. Make sure they have their tickets, and if they have assigned seating, explain to them where their seats might be to ensure a speedy entrance as to not disturb the other patrons.
  - 4. In between pieces, the inside usher will inform the outside usher and patrons that it is ok to enter.
  - 5. Intermission may occur, at the director or stage manager's choice. The length is determined prior to the performance beginning. During an intermission, all house open rules apply.

E.

1. At the conclusion of the performance, the inside usher will prop all doors to allow a constant flow of patron to exit.
2. Ushers will collect all unwanted programs and return them to the house manager.
3. When all patrons have exited the space, all ushers will participate in a final sweep to pick up any trash, left programs, or possible lost and found items. ALL lost and found items will need to be turned into the box office.
4. Once the sweep is complete, all ushers will need to report to house manager for any possible last minute instructions or announcements. After this complete, the house manager will dismiss you of duty.

Dress Code:

Male: Black Sport Coat (not tuxedo jacket), Black dress pants (not tuxedo pants), Button down dress shirt and tie (no bow ties).

Female: Black attire. Tops must have sleeves at least 3/4 way down the arm (NO SPAGHETTI STRAPS). Black dress pants are acceptable. Dresses cannot go above the knee. Heel shoes not exceeding 2 inches.