Please attach/submit additional documents as needed to fully complete each section of the form.

**I. COURSE INFORMATION**

Department: School of Theatre & Dance

Course Title: Theatre Production I: Run Crew

Course Number: U THTR 106

Type of Request: New* One-time Only Renew Change Remove

Course Offered: Fall Spring Intermittent Summer Winter Multiple sections

*If course does not exist in the catalog, an e-curr form is also required.

**JUSTIFICATION FOR COURSE LEVEL**

Normally, general education courses do not have more than one pre-requisite, are at least 3 credits, and numbered in the 100-300 levels. If the course does not meet these conditions, please provide an explanation. If the course is offered at the 400-level, please explain how it is foundational within the requested perspective.

This course is primarily for theatre majors/minors and is rarely taken for general-education credit.

**ADDITIONAL INFORMATION (FOR OCHE DATABASE):**

In which MUS Core Category, does this course fit? N/A

Does the course include content regarding cultural heritage of American Indians? No

**II. ENDORSEMENT / APPROVALS**

* Instructor: Jason McDaniel
  
  Phone / Email: x2874 / jason.mcdaniel@umontana.edu

  Signature [Signature]
  
  Date 10/10/17

  Program Chair: Michael Monsos

  Signature [Signature]
  
  Date 10/10/17

  Dean: Dr. Stephen Kaim

  Signature [Signature]
  
  Date 10/1/17

*Form must be completed by the instructor who will be teaching the course. If the instructor of the course changes before the next review, the new instructor must be provided with a copy of the form prior to teaching the course.

**III. DESCRIPTION AND PURPOSE**

General Education courses are expected to be introductory and foundational within the offering department or within the General Education Group. They emphasize breadth, context, and connectedness; and relate course content to students' future lives: (See Preamble)

**IV. CRITERIA**

**BRIEFLY EXPLAIN HOW THIS COURSE MEETS THE CRITERIA FOR THE GROUP.**

1. Courses guide students, whether in individual or group settings, to acquire foundational skills to engage in the creative process and/or in interpretive performance.
2. Through direct experience (for example, attendance and involvement with live performance, exhibitions, workshops, and readings), they will engage in critical assessment of their own work and the work of others.

V. STUDENT LEARNING GOALS

BRIEFLY EXPLAIN HOW THIS COURSE WILL MEET THE APPLICABLE LEARNING GOALS.

1. Express themselves in the making of an original work or creative performance.

2. Understand the genres and/or forms that have shaped the medium.

3. Critique the quality of their own work and that of others.

VI. ASSESSMENT

A. HOW ARE THE LEARNING GOALS FOR THE GENERAL EDUCATION GROUP MEASURED?
Describe how you will determine that students have met each of the General Education Learning Goals. This should include specific examples of assignments, rubrics or test questions that directly measure the General Education learning goals. (See Example)
Please attach or provide a web link to relevant assessment materials.

1. Express themselves in the making of an original work or creative performance.

2. Understand the genres and/or forms that have shaped the medium.

3. Critique the quality of their own work and that of others.

A General Education Assessment Report (Items B-D): If this information is not yet available. Items VI B-D must be completed within one year of this course review (re-submit the entire form with these sections completed.

B. ACHIEVEMENT TARGETS
Describe the desirable level of performance for your students, and the percentage of students you expected to achieve this:

C. ASSESSMENT FINDINGS

What were the results/findings, and what is your interpretation/analysis of the data? (Please be detailed, using specific numbers/percentages when possible. Qualitative discussion of themes provided in student feedback may also be reported. Do NOT use course grades or overall scores on a test/essay. Be sure to use data that connects to the specific learning goals (do not rely on overall course grades.) The most useful data indicates where students’ performance was stronger and where it was weaker. Feel free to attach charts/tables if desired.)

D. ASSESSMENT FEEDBACK
Given your students’ performance the last time the course was offered, how will you modify the course to enhance learning? You can also address how the course could be improved, and what changes in the course content or pedagogy you plan to make, based upon on the findings. Please include a timeframe for the changes.

VII. SYLLABUS AND SUBMISSION

Please submit syllabus in a separate file with the completed and signed form to the Faculty Senate Office, UH 221, faculty.senate@mso.umt.edu. The learning goals for the Expressive Arts Group must be included on the syllabus. An electronic copy of the original signed form is acceptable.
Theatre Production I-Run Crew: U THTR 106
1 Credit, Fall Semester 2017 Times dependent on schedule
Montana or Masquer Theatre (dependent on schedule)
School of Theatre & Dance

Instructor: Jason McDaniel   Email: jason.mcdaniel@umontana.edu   Phone: 406-243-2874
Office:  PARTV 204 (thru the MT Theatre north lobby stairs)
Office Hours: TTh 10:00am-10:50am

Course Description:
The student will serve as a Run Crew member for ONE production for the School of Theatre & Dance. They will work backstage during the final rehearsals and for all performances. There are a limited number of assignments per show. If you do not get a production slot, or need to change your pick after the first week of class, you need to attend the class Wednesday, Sep 13th in the Montana. If you are unable to work any of the remaining shows, you will have to drop the class, take an incomplete and work a show next semester, or find someone who is willing to switch with you. If at any point you discover you are not able to fulfill all of the time commitments, it is imperative that you notify me immediately, preferably in person or by phone.

Course Objectives:
• To give the student experience running a performing-arts production from backstage.
• To instill in the student the discipline required for a performing-arts-related job.

Attendance and Promptness
One of the tenets of the performing arts is that everyone must be on time. “If you are early, you are on time. If you are on time, you are late. Late is completely unacceptable.” Because this is a collaborative art, everyone involved must be reliable and prepared to do their part to ensure a successful performance. This includes actors, crew, stage managers, front-of-house staff, and anyone else associated with the production. If any one person doesn’t rise to their responsibilities, the performance suffers greatly. I cannot stress how important the Run Crew is to the success of the show. The simplest of tasks are important and can only be accomplished by the individuals trained for that task. The schedule of the performing arts does not allow for replacement with untrained personnel. Run Crew members must be at all rehearsals and performances for which they are called. YOU CANNOT MISS A SINGLE PERFORMANCE OR REHEARSAL!

Class Materials:
Black clothes; crewneck t-shirts without logos, long pants, socks, and closed-toe shoes are required.

Grading:
A grade will be given after comments and input from the stage manager and shop manager(s), as well as the director(s) and designers that had contact with you during the production. You will be graded on:
• Attendance. Missing a single rehearsal or performance may result in an “F” grade. It is too important and there are too many people counting on your work.
• Ability to follow instructions.
• Active participation in the assignment.

Contacts:
• This class utilizes Moodle and UM email addresses for official notifications from the instructor.
The Stage Manager and Production manager will send Production communications to you through direct email and umtheatrdance.vcallboard.com. You will report directly to the production’s Stage Manager; they will contact you at least one week prior to the time you will be called with the specific times and dates of the production. In addition to emails, phone calls, and face-to-face conversations, production information will available to you via Theatre & Dance’s Physical and Virtual Callboards umtheatrdance.vcallboard.com. The times distributed today are approximate yet attempt to provide you with the probable schedule. All crew members are expected to see the final run-thru of the theatre shows before technical rehearsals. This is required so crew members gain a working knowledge of how the show is staged and will have at least one opportunity to see the show from the audience.

If the stage manager has not contacted you prior to two weeks of the listed start date or if any of your contact information has changed since you signed up, please contact me in person, by calling or emailing me.

Crew Responsibilities:

Follow Spot Operator: This person operates the movable lights in the catwalks/booth. They are responsible for running pre-show checks with the Light Board Operator to insure all instruments are working and the focuses are correct. This position requires at least one training session before the technical rehearsals.

Light Board Operator: This person operates the light console and controls the lights on cues from the stage manager. They are responsible for running pre-show checks with the Master Electrician to ensure all instruments are working and the focuses are correct. They may also be responsible for running lights, house lights, and work lights. This position requires at least one training session before the technical rehearsals.

Set/Props/Deck Crew: These individuals prepare the stage for performance each night by sweeping, mopping, and setting up the props and scenery on and off stage. During the show they assist with scene shifts, including curtains, flying scenery, and gripping scenery, props and/or lighting on and off stage.

Sound Board Operator: This person operates the mixing console and a variety of equipment, including the intercom system. Some productions’ sound requirements can be quite difficult and complicated, so there may need to be additional hours of training and rehearsal. This person conducts pre-show checks and operates all sound equipment during the show.

Video Operator: This person operates the video computer and a variety of equipment, including the intercom system. Some productions video requirements can be quite difficult and complicated, so that there may need to be additional hours of training and rehearsal. This person conducts pre-show checks and operates all video during the show.

Wardrobe Crew: These individuals maintain all the costumes, which means washing, drying, ironing and minor repairs as well as assisting the performers with hair, wigs, make-up and costume changes. They check in all costumes during rehearsals and performances and maintain the inventory during the run. The hours for the wardrobe differ slightly than the rest of the crew, as laundry responsibilities need to occur after rehearsals and performances. The laundry can be started after the rehearsal/performance, and finished the next morning. The morning laundry times available are: weekdays 8a-12p. The wardrobe crew can alternate shifts by signing up with the scheduled slots. Once signed up, it is the student’s responsibility to make sure that the shift is complete. The Laundry must be completed by 12pm the day of evening rehearsals/performances, and completed 2 hours before morning/afternoon shows.

University and School Policies

Class/School Policies
Academic Misconduct and the Student Conduct Code
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/vpesa/Dean%20of%20Students/default.php

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance Student Handbook. The Handbook is available online at http://www.umt.edu/umarts/theatredance/About/handbook.php.

There is inherent risk involved in many Theatre & Dance classes as they are very physical in nature. Please proceed through class, shop time, or rehearsal with caution. Always be mindful of your personal safety and the safety of others. Students participating in class/shop/rehearsal/performance do so at their own risk.

Due to safety considerations, at no point during a student’s time spent in class or serving on a production (in any capacity) should non-enrolled persons be guests of that student without my consent. Presence of such unauthorized persons in a class, shop, or any backstage/off-stage area will negatively affect a student’s grade.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult http://life.umt.edu/dss/.
PRODUCTIONS

As You Like It________________                      Masquer Theatre

Dates needed (approximately) Sep 29, Oct 1-7, 9-15, 18-22

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Sunday night of the first week) sometime during the run where you might be needed to stay after the production and assist (see attached schedule). Be aware that there is a School show on the 11th of October, during the day. We will provide a letter for your instructors, stating that this is an official University event that you are involved with. (See attached Schedule.)

Positions needed: Light Board (1), Sound Board (1), Wardrobe (4), and Props (4)

10 total

Dance Up Close 17________________                    Masquer Theatre

Dates needed (approximately) Nov 5-11

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Friday & Saturday) sometime during the run where you might be needed to stay after the production and assist (see attached schedule).

Positions needed: Light Board (1), Sound Board (1), Video Operator (1), Wardrobe (4), and Props (4)

11 total

Peter and the Starcatcher________________________ Montana Theatre

Dates needed (approximately) Nov 10, 12-21 24-26, 29-Dec 3

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Sunday night of the first week) sometime during the run where you might be needed to stay after the production and assist. Be aware that THIS PRODUCTION RUNS FRIDAY-SUNDAY OF THANKSGIVING BREAK. You will need to be available for a brush-up rehearsal the morning of Nov 24 and a performance that night.

Positions needed: Light Board (1), Sound Board (1), Wardrobe (6), and Props (6)

14 total
# As You Like It

## Masquer Theatre

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F17-Run Crew I/II Syllabus

The up-to-date schedule found at [schedules@example.com](mailto:schedules@example.com)

[My Cell] for your schedule, [all cells] for all events schedule

Subject to change
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Revised: 9/28/17

The updated schedule is found at thetheatreof.com.

[My Call] for your schedule, [All Calls] for all events schedule.

Subject to change.
### Peter and the Starcatcher - Montana Theatre

**Run Crew I/II Syllabus**

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#### 12-Nov
- **Props Crew**
  - Shift Tech
  - TTB

#### 13-Nov
- **Props Crew**
  - Shift Tech
  - TTB

#### 14-Nov
- **Props Crew**
  - Costumes
  - 9:30p-10:15p

#### 15-Nov
- **Props Crew**
  - Costumes
  - 6:15p-7:45p

#### 16-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 17-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 18-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 19-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 20-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 21-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 22-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 23-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 24-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 25-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 26-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 27-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 28-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 29-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 30-Nov
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 1-Dec
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 2-Dec
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 3-Dec
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 4-Dec
- **Props Crew**
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#### 5-Dec
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#### 6-Dec
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  - 4:15p-5:15p

#### 7-Dec
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### 8-Dec
- **Props Crew**
  - Dress Rehearsal
  - 4:15p-5:15p

#### Revised 2/18/17

The up-to-date schedule can be found at [matt designate website].

[My Cell] for your schedule, [Matt Cell] for all event schedule.

Subjects change.