

THEATER-BY-THE-GROVE

Company Rules and Responsibilities

One of the most important tasks an actor faces is working smoothly with the people around him. Each project an actor chooses to work on (and he does choose) surrounds him with new personalities, each with opinions about how a scene should work or which ... technique is superior or whether the next day will bring rain. Though conflict is the essence of drama, it is the bane of productivity; therefore, keep the following virtues ever before you:

- 1) humility, so that when someone corrects you, you will not be offended*
- 2) generosity, so that when someone errs, you do not condemn, but forgive*
- 3) consideration, so that when someone believes something, you do not denounce his belief,*
- 4) tact, so that when you believe something, you know the proper place, manner, and time to present that belief.*

--A Practical Handbook for the Actor

Theater-by-the-Grove and the IUP Dance Company are run as much like professional resident companies as is possible given their primary mission of teaching and training undergraduate students. Therefore, the privilege you have earned by audition or interview carries a responsibility--to behave with a professional attitude toward the craft of making theatre. A professional attitude is founded upon a work ethic that requires self-discipline, respect for one's associates and dedication toward your audience. The following company rules are founded on this work ethic:

- The show must go on. Missing a call, let alone a performance, is inexcusable for any but the most dire reason. Unexcused absences are cause for dismissal from the company.
- The company is expected to sign in for the stage manager at all tech and dress rehearsals, at performances, and at strike.
- You are expected to work to the best of your ability. Regardless of how small a task might seem to be, others are counting on you to do it well.
- You are expected to come to calls focused and sober. Mind altering substances interfere with your work, show disrespect for your fellow actors and technicians, and aren't cool. Coming to a call under the influence is a cause for dismissal from the company.
- You are expected to consult with the director and/or stage manager before changing any entrance, cue, business, line or design element during the run of a show.
- You are expected to remain in the theatre for all calls and performances.
- You are expected to remove make-up and costume before meeting with the public.
- You are expected to join the whole company in striking the scenery, props, costumes and lighting after the final performance.
- You are expected to only use stage properties and costumes as they were intended. Playing with the props and costumes of others is not tolerated, and willfully damaging props or costumes is grounds for dismissal from the company.

THTR 486, PRACTICUM IN PRODUCTION, Department of Theater and Dance

Course Description and Syllabus

Overview

Practicum is an opportunity for students to experience the production activity of either IUP's theatre company, Theater-By-The-Grove or to the IUP dance company. Students augment their course work by joining a performance company in one of the areas of performance, direction, management, design, technical production or promotion/publicity. Tasks are "contracted" with a department faculty supervisor in the chosen area of a production. Auditions are required for performance roles, and interviews are required for production roles.

Practical Information

(for more information refer to the department's student handbook)

INSTRUCTOR: Your instructor for this course is the "supervisor" who signed your practicum assignment sheet.

CONTACT INFORMATION: Contact your supervisor via the department office, or see the contact sheet posted on the callboard.

PRACTICUM COORDINATION: There is always a faculty coordinator for Practicum. If you are finding difficulty in or have questions about your practicum assignment, and have already spoken with your practicum supervisor, then you should speak with the practicum coordinator to resolve issues.

MEETING PLACE AND TIME:

TBTG Company members are required to attend company meetings, typically scheduled for Mondays or Wednesdays from 4:45-6:00pm. The first meeting of each semester is an orientation meeting at which agreement forms are written and signed for various activities in Theater-By-The-Grove productions. The Dance Company conducts its own, separate, organizational meetings.

Specifically assigned work (e.g. rehearsals, painting, construction, or lighting) is scheduled by your supervisor as required to meet the production schedule. Your supervisor will tell you what your schedule will be, but if you don't hear from him (or her) contact him to find out where and when you are expected. Because schedules change, check the call board daily for notices posting calls and changes.

Post Mortems for the purpose of discussing the "lessons learned" after each TBTG production are typically held the first Monday after a production closes, from 4:45-6:00pm. Attendance is required.

TEXT AND MATERIALS: Beyond the play script, there is no required text. Materials are provided by Theater-By-The-Grove.

Course Goals and Objectives

The overall goal of Practicum in the Department of Theater and Dance is for students to experience the performance and production practices described and studied in the formal classroom. We expect students to learn the practical applications of classroom instruction, as well as the traditions and work ethic of the theatre and dance professions.

By the end of the course all students should be able to do the following at a level appropriate to their experience.

- Demonstrate a strong work ethic within a professional framework of collaboration
- Analyze a play from your point of view as a company member
- Demonstrate an aesthetic sensibility by responding constructively to the creation of the production
- Create individual artistic expression or craftsmanship in your assigned area of the production
- Demonstrate an appreciation and understanding of the cultural and historical context of the production on which you are working

Evaluation and Grading

Evaluation and grading is based upon how you contribute your talents, at a level appropriate to your experience. Your grade is determined by your faculty supervisor's assessment of your learning, as it is described by the scoring rubric on your practicum agreement form. As a general rule you can expect the following:

A=excellent work, an outstanding contribution to the company through diligent and consistent application of talent at whatever level is appropriate to your experience, and evidence of collaborative effort

B=good work, positive contribution to the company through applying your talents at whatever level is appropriate to your experience

C=fair work, contributed to the production with some minor shortcomings which indicate performance below a level appropriate to your experience

D=poor work, contribution was seriously flawed by absences, carelessness, or other detractions which are under your control

F=unacceptable work

Company Rules

In the interest of establishing a safe and creative work environment, performance companies always have rules to abide by. The company rules of TBTG and the IUP Dance Company are posted on their respective callboards. **It is part of your practicum agreement to abide by these rules.** Acquaint yourself with them.

Attendance Policy and Scheduling

1. "Cutting class" is not acceptable.

Theatre is a communal art that requires everyone to work together, so you should assume that absences, particularly unplanned and unexcused absences, will lower your final grade. Attendance at Company meetings and post mortems is required. **Those who must miss post mortems for an excusable reason must write a 3 page critique and submit it to the practicum coordinator.**

2. Schedules can change!!!

Check the callboard often—daily during your phase of the production.

It is your responsibility to abide by the schedule required for your area of performance or production. Each work period is termed a *call*. Performance and production calls will be posted on the call board outside the greenroom in the basement of Waller Hall. Performers will be required to attend costume fittings, which will be posted on the callboard. **REFER TO THE CALL BOARD DAILY FOR ADDITIONS AND CHANGES.**

3. Meeting with your supervisor

You should take the opportunity to learn from your area faculty supervisor. This necessarily means talking with him or her about the production and your work on it. This will likely improve your grade and might even be the easiest way to make that happen. Likewise, a one-on-one meeting with your supervisor after the production opens will also be helpful. Don't be surprised if your supervisor schedules an evaluation interview before grading.

Student Safety Pledge

Because you are enrolled in TH 486 Practicum in Production, you may be asked to operate machinery, be exposed to hazardous materials, or engage in some other risky activity. Your supervisor will lower risk by being safety conscious. By signing off on your practicum agreement, you also agree to the following safety pledge.

It is understood that I will be given proper instruction in the safe use of equipment, materials and procedures before using them. I understand that I must also assume responsibility for the following safe practices:

- follow all safety rules for the shops, rehearsal spaces, theatres, and dance studio
- never use a machine or material without authorization from the instructor, the technical director, or an authorized shop supervisor
- report any accidents or incidents immediately to my area supervisor
- keep the shop, rehearsal, and performance areas neat and clean, regardless of whether or not I made the mess.
- look out for the safety of my fellow student, as well as my own.