

**Course Title:** THE 4950 Production aWorkshop- Sound

**Instructor:** Jing Zhao: [jzhao@arts.ufl.edu](mailto:jzhao@arts.ufl.edu)

**Office Hours:** By appointment only. Zoom or CONS 201.

**Meeting Location:** Theatres and labs in McGuire Pavilion, as assigned

**Meeting Time:** To be arranged based on assignments

**Course Description:**

Practical experience in theatre and dance with direct skills application.

**Course Objective:**

Students will learn the importance of individual roles and how the collaboration between areas is essential in realizing theatre and dance productions.

**Textbooks:**

There are no required textbooks. Playscripts will be provided based on assignments.

**Weekly Course Schedule**

The weekly schedule is determined by the project supervisor. Some projects allow for flexible scheduling to be arranged in advance with the supervisor. For many projects, individual time management is the responsibility of the student.

**Attendance:**

Success in this course is based on participation, and other students are often dependent upon you to successfully do their work. Attendance is vital. In addition to meeting the total hours requirement for this course, it is important that you show up for work days, tech rehearsals, performances, meetings, and shop hours if/when scheduled. Changes to your schedule should be discussed with your area supervisor in advance.

Your first unexcused absence will lower your final grade by 5%. The second unexcused absence will lower your final grade by 15%. The third unexcused absence will lower your final grade by 30%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Excused absences are consistent with university policies in the undergraduate catalog.

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/UGRD/academic-regulations/attendance-policies/> Please note that many kinds of excused absences require documentation.

**Assignments and Grading**

A minimum of 75 hours of crew/shop assignment is required. Each student will work the shop supervisor to confirm their specific assignments and expectations.

THE 4950 is graded with the awarding of a letter grade. Project supervisors and shop TAs will provide input for the final grading based on direct observation of student performance. Information on current UF grading policies for assigning grade points may be found at:

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

Grading evaluation is based upon the following: promptness, attendance, effort, ability to complete assigned tasks, adherence to safety procedures, positive collaborations with the ensemble, arriving in appropriate attire for rehearsals or shops, and overall quality of work. Each rehearsal or shop may establish guidelines for expected demeanor and work

performance. Failure to arrive on time for a crew call, strike, performances or rehearsals, as well as unexcused absences, will significantly impact the final grade.

A = Excellent. Demonstrates a desire to learn and develop skills. Takes interest and initiative in planning, executing, and completing assignments. Displays an interest and ability to work with minimal supervision. Consistently available for job assignments that require performance above and beyond the minimum requirements.

B = Above Average. Learns from job assignments. Demonstrates knowledge of rehearsal techniques and/or shop equipment and facilities procedures. Takes interest and initiative in participating in rehearsal or lab activities. Displays a collaborative and positive demeanor.

C = Average. Attends all scheduled rehearsals, labs and performances on time. Is properly dressed for the work environment. Observes all safety rules and completes assignments satisfactorily.

D = Not available. Does not constitute a passing grade for School of Theatre and Dance majors.

E = Failure. Failure to complete the minimum number of required hours. Pattern of tardiness and lack of preparation. Disregard for other collaborators. Negligence in regard to safety procedures. Failure to meet established project deadlines. Work completed in an unacceptable manner. Failure to complete the minimum number of require hours will result in failure of the course, regardless of whether or not other criteria have been met.

#### **Course Fees:**

Course fees may be found at: <http://www.registrar.ufl.edu>

#### **Recording:**

Instructors will announce at the top of class, rehearsals, lab sessions if there is a need to record. Class sessions may be audio visually recorded for students to refer back and for students who are unable to attend live. Students who participate in zoom meetings with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

#### **University Policies and Additional Information:**

Please [click here to view the Academic Calendar](#) for important dates including holidays and drop/add deadlines.

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 specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code](#). 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 or TAs in this class.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here](#).

If you anticipate challenges related to the format or requirements of this course, please meet with us. We would like us to discuss ways to ensure your full participation in the course. Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

UF's Health and Wellness Resources are available to assist you. Please feel encouraged to reach out for assistance if needed:

- If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

Additional Academic Resources include:

- Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- [Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).
- On-Line Students Complaints: [View the Distance Learning Student Complaint Process](#).