THTR 397/497 Theatre Practicum
Section 62997, 62998, 62999, 63000

Units: 2
Fall 2020—Mon-Fri.
Synchronous/Asynchronous hours scheduled between 6:00-10:00PM and one weekend day
Location: Online, SDA Theatres and Labs
Instructors: Sabra Williams, Ed Haynes, Tanya Orellana, Josh Epstein
Office: Zoom Link
Office Hours: Varied according to instructor
Contact Info: see below

Co-Instructor: Els Collins
Office: SCD M201
Office Hours: by appointment via zoom
Contact Info: ecollins@usc.edu; Cell: 213-948-6782

Course Description
Substantive participation in the process, creation and execution of the Production Experiences, as part of the School of Dramatic Arts Maker Season. Production Experiences are anchored by SDA faculty, staff and practicum leaders who guide, mentor and collaborate with 397/497 students who will create on a experimental theatrical event culminating in presenting an Experience, either in person or online. Each team will be assigned by the SDA Production faculty, and the teams will establish the roles of each team member with input from faculty and practicum leaders. Practicum Leaders are chosen with specific design/event management/social change experience to bring the conceptual narratives proposed by the students to fruition as an Experience.

Learning Objectives
Our undergraduate programs are anchored by principles aimed at developing artists who can exercise interdependence of artistic practice and understand theatre as a collaborative art form. This course provides each population of artists the opportunity to develop their specific skill set within the context of a shared collaborative project.

All 397/497 participants/enrollees will:

- Collaborate to create an engaging Production Experience that could be presented either on the ground or online based on a proposed guiding narrative and given health guidelines.
- Interact collaboratively and respectfully with all participants in the process, including designers, technical directors and stage managers with Practicum Leaders (Directors).
- Practice tenets of equity, diversity and inclusion in all aspects of the experience.
- Practice the knowledge and skills learned in the classroom, by analyzing appropriate applications and integrating them into the process.
- Read and interpret all production paperwork and drawings, including schedules, scenic drafting package, light plots, and magic sheets, costume renderings and plots, sound plots and multimedia creation.
- Develop strategies to deliver the curated experience to the public, working closely with SDA labs, staff and the Practicum Leader with guidance from mentors.
- Follow appropriate schedules created by your team and work with the appropriate managerial personnel.

Prerequisite(s): None
Co-Requisite (s): None
Concurrent Enrollment: None
Recommended Preparation: None

Course Notes
Team will use the Student Google Drive to access shared materials related to the project and will assign Project Manager the organization of that folder.

Communication
Students will use their USC email addresses for all communications. It may be possible for SLACK to be used as a channel for this project. There will be weekly production meetings in addition to the meeting times of the class.

Technological Proficiency and Hardware/Software Required

Students will need to have a computer and during the semester you may need to install design software such as Vectorworks, AutoCAD, ProTools, Microsoft Office Suite, Adobe Creative Cloud, etc. The following software is free from vendors for faculty and students directly from the vendor's site. Please consult with Alysha Bermudez agbermud@usc.edu for additional information regarding access to other software.

1) AutoCad

https://www.autodesk.com/education/free-software/featured

2)Vector Works

https://www.vectorworks.net/en-US/education

When we are permitted to be back on campus, these software licenses are available in the Bing Design Lab, located in Bing Theatre B3.

USC technology rental program
We realize that attending classes online and completing coursework remotely requires access to technology that not all students possess. If you need resources to successfully participate in your classes, such as a laptop or internet hotspot, you may be eligible for the university's equipment rental program. To apply, please submit an application. The Student Basic Needs team will contact all applicants in early August and distribute equipment to eligible applicants prior to the start of the fall semester.

USC Technology Support Links
Zoom information for students
Blackboard help for students
Software available to USC Campus

Required Readings and Supplementary Materials
The Experience's rough outline which is to be presented to the group, and research materials the creative team and the Practicum Leader may deem necessary for the project. If a text is used, students will be provided the publishing information to acquire such texts.

Description and Assessment of Assignments

THTR 397/497 projects are directed and graded by the SDA Faculty of record for each respective emphasis. In addition to the section's faculty of record, all grades will also reflect the evaluations of the Practicum Leader (Director) and SDA Technical Staff specifically in the areas of organization, professionalism, collaboration and execution.

Participation and Preparation: 25%

Assessment:

Create an organizational structure consisting of:

1) Team member assignments
   a. Assign a person to create and manage deliverables checklist
2) Reporting structure for Team
3) Contact information
4) Preferred modes of communication
5) Weekly meetings together as a team and time allotted for individual work, office hours for Practicum Leader
6) Estimation what staff support will be needed to fulfill goal of project
7) Present this structure at the second Team production Meeting

Create a project timeline consisting of:

1) Final Project Date, working backwards with Weekly Deliverables TBD by Practicum Leader and team.
2) Checklist of deliverables needed to complete the project
3) Weekly Research Component with specific deliverable – report, shared articles, etc.
4) Weekly Design Component with specific deliverables – sketches, drawings, models, etc.
5) Estimation of when and what staff support will be needed

Professionalism and Inclusion: 25%

Assessment:

Create an organizational structure demonstrating:

1) Respectful communication and inclusivity
2) Ability to process and incorporate Practicum Leader's notes collaboratively
3) Respect for staff members' time by clear rendering of ideas, and group approval before dissemination for construction within project timeline and budget

Create a realistic budget for the project incorporating:

1) Knowledge of cost of materials and amounts needed for specific elements
2) Willingness to make cuts in materials or elements to stay within agreed upon resources
3) Creative solutions using recycled or found objects to supplement design ideas

Implementation of Ideas: 25%

Assessment:

Create a List of materials delineating:

1) Scenic elements needed (drawings, estimated cost, etc.)

2) Lighting elements needed (drawings, inventory, estimated labor for set up, operators, etc.)
3) Costume elements needed (drawings, inventory, estimated labor, who/what will wear them?)
4) Sound elements needed (drawings, inventory, estimated labor, operators, etc.)
5) Digital assets: social media accounts, webpages, etc.

Create a Technical Schedule denoting
6) Schedule dates and times, materials needed (digital assets?)
7) Each team member's role in developing materials and preparing for implementation of the group's ideas
8) Communication with on ground staff

Create a Technical Project Plan including:
1) Any permissions needed to advance the implementation of the project
2) Definition of each person's role in implementing the project

Include a way to assess Audience response within your project: (some suggestions below)
1) Questions about how attendees discovered the event and came to participate
2) Reactions to the event/experience
3) Intention to share the opportunity with others
4) Other characteristics of the experience germane to the group

Presentation and Evaluation: 25%

Keep a sketchbook or a journal, recording the creative process through the presentation with evaluation and analysis of ideas.
1) Process – creative collaboration and implementation
2) Success in sharing the guiding narrative effectively across all design emphases.
3) Deduce whether the intended audience experienced what you'd hoped they would Provide presentation/portfolio level documentation of the Experience and its process

Grading Breakdown
These expectations constitute the bulk of your graded experience. In addition to these may be other assignments that happen out of the specific rehearsal process.

Guidelines on Grading
Participation and preparation 25%
- Effective participation will be demonstrated by coming to each meeting with appropriate documentation to communicate ideas effectively.
- A flexible and open attitude with a willingness to investigate is important to demonstrate.
- Continue to contribute to the investigation of ideas, organization, design and execution

Professionalism and Inclusion 25%
- Acknowledge and incorporate the practicum leader's notes
- Actively manage time to meet all deadlines as outlined by the team
- Collaborate with Practicum Leaders, Peers, Faculty and Staff with respect
- Demonstrate tenets of equity, diversity and inclusion in all aspects of the experience.

Implementation of Ideas 25%
- Create and organize documents, material and schedule

- Stay engaged in creative exploration and execution of ideas
- Participate in the technical implementation of the presentation

Presentation and Evaluation   25%
- Participate in the creation of a survey of attendees
- Bring a sketchbook or journal recording the creative process through the presentation with evaluation and analysis of ideas.
  - Process – creative collaboration and implementation
  - Success in sharing the guiding narrative effectively across all design emphases.
  - Evaluate audience response within a peer evaluation appropriate to the event
- Provide presentation/portfolio level documentation of the Experience and its process

Grading Scale
Course final grades will be determined using the following scale.
The final letter grade is awarded based on the following percentages (A>94%>A->90%>B+>87%>B>84%>B->80%>C+>77%>C>74%>C->70%>D+>67%>D>64%>D->60%>F)

Course-specific Policies (Assignment Submission, Grading Timeline, Late work, and Technology)

Assignment Submission
Assignments will be submitted according to the guidelines provided by the design and stage management faculty mentors and practicum leaders. Assignments that are submitted late will be marked down appropriate to the rubrics created.

Attendance
Students are expected to attend all synchronous team meetings. If schedule issues arise, please notify your Practicum Leader and Project Manager immediately. Alternate assignments may be made available in that case.

Class Meetings/Communication Etiquette/Technology
Class Meetings — Mondays thru Fridays, 6:00-10:00 PST or Saturday 10:00-2:00PM via zoom as determined by Practicum Leader:
- Production Meetings will be held on a day to be specified at 5:00PM or 5:45PM via Zoom
- You are expected to **share the new documents** created, **prior to attending the class** so it is accessible during the meeting.

Best Practices during class
- Please present yourself professionally, i.e. dressed properly, sitting up.
- Please log into the class on your laptop rather than your phone. If this is an issue for you, please let the instructor know in the chat.
- If you have technical issues either with Blackboard or Zoom, please reach out to [Technical Blackboard and Zoom Assistance](), which is available 24/7.
- Please keep your camera on when in class.
- Please mute your microphone while in the synchronous class when not speaking.
- Use the raised hand icon (under Participants) to be called on to speak.
- While in breakout groups, unmute your microphone and identify a moderator to manage respectful communication.

Communication (Out of Class):

- Please always include **THTR 397 Section 62997** and **The Project Title** in the subject line of any email correspondence.

Synchronous session recording notice

Synchronous sessions will be recorded and provided to all students asynchronously.

Sharing of course materials outside of the learning environment

USC has a policy that prohibits sharing of any synchronous and asynchronous course content outside of the learning environment.

SCampus Section 11.12(B)

Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study is a violation of the USC Student Conduct Code. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (SeeSection C.1 Class Notes Policy).

Course evaluation

Course evaluation occurs at the end of the semester university-wide. It is an important review of students' experience in the class. The process and intent of the end-of-semester evaluation should be provided. In addition, a mid-semester evaluation is recommended practice for early course correction.

Course Schedule: A Weekly Breakdown

- The weekly schedule varies according to the timeline, process and progression of the section practicum leader/director and will appear in an addendum to this syllabus.
  - The hour per week parameters for the practicum leader are as follows:
  - Up to 6 hours per week group synchronous work.
  - Up to 5 hours per week individual asynchronous work.
  - Up to 2 hours per week small group synchronous or asynchronous work if needed for special preparation.
  - Up to 1 hours per week for office hours as needed.
- Time expectations for the individual student are determined weekly by the practicum leader/director according to the needs and progress of the group. The determination of synchronous vs. asynchronous work will ensure that the time working in the zoom room is manageable.
- Because of the variety of dates associated with each project and the range of activities of the students, the materials needed for each week necessarily varies in nature and timing.
- Assignments for each team member are created by the team as the team develops a timeline document at the beginning of the class.
- The weekly schedule once developed by the team and approved by the Practicum Leader will be uploaded to the Project Google folder.
- This schedule will include weekly Topics/Daily Activities, Readings and Deliverables and Assignment Dates.

Final Examination Date:

The final for this class is the final performance, and individual portfolio review/postmortem 397/497 meetings.

EXTRA-CURRICULAR COMMITMENTS AND ISPS

Should you choose to participate in any extra-curricular project, such as an Independent Student Production, the SDA administration and faculty will not make allowances or exceptions for absences in class, missed or delayed assignments, home work that is required as preparation for class, or lack of participation in class resulting from your extra-curricular involvement.

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, "Behavior Violating University Standards" policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

Support Systems:

Counseling and Mental Health - (213) 740-9355 – 24/7 on call
studenthealth.usc.edu/counseling
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call
suicidepreventionlifeline.org
Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-9355(WELL), press "0" after hours – 24/7 on call
studenthealth.usc.edu/sexual-assault
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) - (213) 740-5086 | Title IX – (213) 821-8298
equity.usc.edu, titleix.usc.edu
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298

usc-advocate.symplicity.com/care_report

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity |Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Campus Support and Intervention - (213) 821-4710
campussupport.usc.edu

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101
diversity.usc.edu

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call
dps.usc.edu

Non-emergency assistance or information.

THTR 397/497 Theatre Practicum

Section 62997 ADDENDUM

Units: 2

Fall 2020—Mon,Thu

Synchronous/Asynchronous hours scheduled between 6:00-10:00PM and one weekend day

Location: Online, SDA Theatres and Labs

Instructor: Sabra Williams

Office: Zoom Link

Office Hours: Mons 5pm

Contact Info: sabra@creativeacts.us / 310-729 1780

	Topics/Daily Activities	Readings and Deliverables	Assignment Dates
Week 1 8/17, 8/20	Meet with Sabra	Decide how we will work together (agreements). Bring ideas related to team structure and timeline for project to discuss/develop	Monday, Thurs. 6-9PM
Week 2 8/24, 8/27	Research on Voting Rights History	Read materials and come prepared to bring ideas for the final project	Monday, Thurs. 6-9PM
Week 3 8/31, 9/3	Articulation of Project Goals, Material Needs	Decide who is doing what	Monday, Thurs. 6-9PM
Week 4 9/7 Holiday 9/10		Work in breakout groups	Monday, Thurs. 6-9PM
Week 5 9/14, 9/17		*Create Survey for Audience*	Monday, Thurs. 6-9PM
Week 6 9/21, 9/24	Tech Week	Implementation of Design	Monday, Thurs. 6-10PM Additional Time TBD
Week 7 9/28, 10/1	Dress Reh. & Events		Monday, Thurs. 6-9PM Additional Time TBD

Week 8 10/5, 10/8	Evaluation and Analysis of Event		Monday, Thurs. 6-9PM
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
FINAL			

THTR 397/497 Theatre Practicum

Section 62998 ADDENDUM

Units: 2

Fall 2020—

Synchronous/Asynchronous hours scheduled between 6:00-10:00PM and one weekend day

Location: Online, SDA Theatres and Labs

Instructor: Ed Haynes

Office: Zoom Link

Office Hours: TBD

Contact Info: haynesjr@usc.edu

	Topics/Daily Activities	Readings and Deliverables	Assignment Dates
Week 1 **8/17,** **8/20**	•Meet with Ed •Research on ARGs	•Share ideas related to team structure and timeline for project to discuss/develop •Suggest research and info on recent and currently running ARGs •Watch: "Dispatches from Elsewhere" (AMC TV) •Research: "Myst" (game) •Research: "GISHWHES"	Monday, Thurs. 6-10PM
Week 2 **8/24,** **8/27**	•Articulation of Project Goals, Material Needs •Audience	•Read materials and come prepared to bring ideas. •Identify Audience dynamics (size, availability, access to media…etc) •Identify final "Prize"	Monday, Thurs. 6-10PM
Week 3 **8/31, 9/3**	•Outline/Storyboard Gameplay experience. •Shape environment	•Vin Diagram/Flow Chart event structure. •Descriptors for tone & quality of event. •Mood Board diagram. •Design/Secure "Prize"	Monday, Thurs. 6-10PM
Week 4 **9/7** **Holiday** **9/10**	•Identify & Secure Assets	•Identify media outlets utilized •Set up accounts •Generate Artwork / Environments	Monday, Thurs. 6-10PM

Week 5 **9/14,** **9/17**	•Maquette	•*ActivateTest Audience* •*Create Survey for Audience* •*Assemble "Maquette" of experience using placeholder imagery*	Monday, Thurs. 6-10PM
Week 6 **9/21,** **9/24**	•Dry Run	•Plug finished imagery into maquette. •De-bug event	
Week 7 **9/28,** **10/1**	•Tech Week	•Implementation of Design •2nd Test Audience	Monday, Thurs. 6-10PM Additional Time TBD
Week 8 **10/5,** **10/8**	•Dress Reh. & Events	•Run and Monitor Event •Prize Distribution	Monday, Thurs. 6-10PM Additional Time TBD
Week 9 **10/12-** **10/18**	•Evaluation and Analysis of Event		Monday, Thurs. 6-10PM
Week 10			
Week 11			
Week 12			
Week 13			
FINAL			

THTR 397/497 Theatre Practicum

Section 62999 ADDENDUM

Units: 2

Fall 2020—

Synchronous/Asynchronous hours scheduled between 6:00-10:00PM and one weekend day

Location: Online, SDA Theatres and Labs

Instructor: Tanya Orellana

Office: Zoom Link

Office Hours: Fri. 11AM PDT – 12PM PDT by appointment

Contact Info: torellan@usc.edu

	Topics/Daily Activities	Readings and Deliverables	Assignment Dates
Week 1 8/17, 8/20	Meet with Tanya	Bring ideas related to team structure and timeline for project to discuss/develop	Tues/Thurs 6-9PM PDT
Week 2 8/24, 8/27	Research on Project	Read materials and come prepared to bring ideas	Tues/Thurs 6-9PM PDT
Week 3 8/31, 9/3	Articulation of Project Goals, Material Needs		Tues/Thurs 6-9PM PDT
Week 4 9/7 Holiday 9/10			Tues/Thurs 6-9PM PDT
Week 5 9/14, 9/17		*Create Survey for Audience*	Tues/Thurs 6-9PM PDT
Week 6 9/21, 9/24			
Week 7 9/28, 10/1	Tech Week	Implementation of Design	Tues/Thurs 6-9PM PDT Additional Time TBD

Week 8 10/5, 10/8	Dress Reh. & Events		Tues/Thurs 6-9PM PDT Additional Time TBD
Week 9 10/12-10/18	Evaluation and Analysis of Event		Tues/Thurs 6-9PM PDT
Week 10			
Week 11			
Week 12			
Week 13			
FINAL			

THTR 397/497 Theatre Practicum

Section 63000D ADDENDUM

Units: 2

Fall 2020—

Synchronous/Asynchronous hours scheduled between 6:00-10:00PM and one weekend day

Location: Online, SDA Theatres and Labs

Instructor: Josh Epstein

Office: Zoom Link

Office Hours: TBD

Contact Info: joshuae@usc.edu

	Topics/Daily Activities	Readings and Deliverables	Assignment Dates
Week 1 8/17, 8/20	Meet with Josh	Bring ideas related to team structure and timeline for project to discuss/develop	Monday, Thurs. 6-10PM
Week 2 8/24, 8/27			
Week 3 8/31, 9/3			
Week 4 9/7 Holiday 9/10			
Week 5 9/14, 9/17			
Week 6 9/21, 9/24	Research on Project	Read materials and come prepared to bring ideas	Monday, Thurs. 6-10PM
Week 7 9/28, 10/1	Articulation of Project Goals, Material Needs		Monday, Thurs. 6-10PM
Week 8 10/5, 10/8			
Week 9 10/12-10/18			

Week 10 10/19-10/25		*Create Survey for Audience*	
Week 11	Tech Week	Implementation of Design	Monday, Thurs. 6-10PM Additional Time TBD
Week 12	Dress Reh. & Events		Monday, Thurs. 6-10PM Additional Time TBD
Week 13	Evaluation and Analysis of Event		Monday, Thurs. 6-10PM
FINAL			