

1. General Information

1a. Submitted by the College of: FINE ARTS

Date Submitted: 9/27/2016

1b. Department/Division: Fine Arts - Theatre Arts

1c. Contact Person

Name: Nelson Fields

Email: nelson.fields@uky.edu

Phone: 7-6459

Responsible Faculty ID (if different from Contact)

Name: Nancy Jones

Email: nancy.jones@uky.edu

Phone: 7-8166

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: TA 392

2c. Full Title: Design or Production Assistant

2d. Transcript Title: Design or Production Assistant

2e. Cross-listing:

2f. Meeting Patterns

INDEPSTUDY: 1-3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1-3

2i. Is this course repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 12

If Yes: Will this course allow multiple registrations during the same semester? Yes

2j. Course Description for Bulletin: For students interested in design and technology, this course allows them to work under the direct supervision of a member of the design and technology faculty as they assist on a project for the UK Theatre Season. May be repeated to maximum of twelve credits.

2k. Prerequisites, if any: Prerequisite: Filing of a College of Fine Arts Learning Contract at time of registration and consent of chairperson.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 5-7

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

8. Check the category most applicable to this course: Not Yet Found in Many (or Any) Other Universities ,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE[SOGIN]David W Sogin[TA 392 NEW College Review]20160408

SIGNATURE[JMETT2]Joanie Eft-Mims[TA 392 NEW Undergrad Council Review]20160427

SIGNATURE[JEL224]Janie S Ellis[TA 392 NEW Senate Council Review]20160518

New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Open in full window to print or save

Generate F

Attachments:

Browse...

Upload File

	ID	Attachment
Delete	6314	Learning Contract.pdf
Delete	6315	Learning Contract Attachment.pdf
Delete	6759	Syllabus TA 392 revised 4 25 2016.docx

First 1 Last

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: Submission Date: 4/25/2016
- b. * Department/Division:
- c.
- * Contact Person Name: Email: Phone:
- * Responsible Faculty ID (if different from Contact) Email: Phone:
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year ¹
- e.
- Should this course be a UK Core Course? Yes No
- If YES, check the areas that apply:
- Inquiry - Arts & Creativity Composition & Communications - II
- Inquiry - Humanities Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning
- Inquiry - Social Sciences U.S. Citizenship, Community, Diversity
- Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes ¹ No
- b. * Prefix and Number:
- c. * Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed ² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.
- | | | | |
|---|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Laboratory ¹ | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> 1-3 Indep. Study | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input type="checkbox"/> Practicum |
| <input type="checkbox"/> Research | <input type="checkbox"/> Residency | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| <input type="checkbox"/> Other | If Other, Please explain: | | |
- g. * Identify a grading system:
- Letter (A, B, C, etc.)
- Pass/Fail
- Medicine Numeric Grade (Non-medical students will receive a letter grade)
- Graduate School Grade Scale
- h. * Number of credits:
- i. * Is this course repeatable for additional credit? Yes No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

For students interested in design and technology, this course allows them to work under the direct supervision of a member of the design and technology faculty as they assist on a project for the UK Theatre Season. May be repeated to maximum of twelve credits.

k. Prerequisites, if any:

Prerequisite: Filing of a College of Fine Arts Learning Contract at time of registration and consent of chairperson.

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 5-7

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement [§] for ANY program? Yes No

If YES [§], list affected programs:

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable above) are attached.

[§] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[¶] The chair of the cross-listing department must sign off on the Signature Routing Log.

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, require two hours per week for a semester for one credit hour. (from SR 5.2.1)

You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

In order to change a program, a program change form must also be submitted.

Rev 8/09

TA 392-001

Design or Production Assistant

Instructor:	Members of the Design or Technology Faculty (These include the Scene Designer, Technical Director, Costume Designer, Costume Director, Lighting Designer or Sound Designer)
Office Address:	varies depending on the faculty member
Email:	varies depending on the faculty member
Office Phone:	varies depending on the faculty member
Office Hours:	varies depending on the faculty member

Course Description:

For students interested in design and technology, this course allows them to work under the direct supervision of a member of the design and technology faculty as they assist on a project for the UK Theatre Season. May be repeated to maximum of twelve credits. Prerequisite: Filing of a prospectus at time of registration and consent of chairperson.

Student Learning Outcomes

By the completion of the course the successful student will

1. demonstrate an enhanced understanding of the process of design and production
2. show ability to work as part of a team and communicate written and visual ideas.
3. apply problem-solving skills to assist their faculty mentor in whatever task is assigned.

Required Materials:

- Text of the play assigned as part of the project.
- Research materials as dictated by the project.
- Student Handbook
- Design & Production Manual

Description of Course Activities and Assignments –

- Thoroughly read the text of the play.
- Complete assigned tasks in a timely manner.
- Be prepared to present ideas at meetings as assigned.
- Assist the faculty member in completing the project assigned.

Course Assignments/Summary Description

Some designers may ask you to assist with:

1. Analyzing the script
2. Research for the production
3. Assisting with scheduling
4. Supervising other students in various projects such as
 - constructing or building specific elements of costumes or scenery
 - painting scenery
 - organizing fittings for costumes
 - acquiring or making properties
 - overseeing rehearsal costumes and properties
 - recording sound for rehearsal or production

- preparing lighting instruments for hang and focus
5. Assisting with presentations at design/productions meetings.
 6. Attendance at rehearsals as dictated by the area of concentration. For example: Assistant scene designers would be required to attend technical and dress rehearsals.

Grading Scale – The following questions are used to evaluate the student’s performance.

1. How well did the students carry out assigned tasks?
2. Did they complete those tasks on time and in a timely manner?
3. How well did the student communicate with members of the production team and staff?
4. Did the student take initiative?
5. Was the student committed to the project and to what degree?

A 90%-100%

- A represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. (EXCEPTIONAL)
 - For this class, the student demonstrates high levels of initiative as well as leadership skills. They are always early to call or appointments, present and never have to be reminded of the job they have been assigned to perform. Their performance leaves no doubt as to their contribution to the success of the production.

B 80%-89%

- B represents a high achievement as a result of ability and effort. (ABOVE AVERAGE)
 - For this class, the student demonstrates initiative and performs their duties in a consistent and efficient manner. They are early to call or appointments and always willing to help and rarely have to be reminded to be present and perform their duties. They also learn the job assigned quickly and are able to assist in making the production successful.

C 70%-79%

- C represents satisfactory achievement. (AVERAGE)
 - For this class, the student that receives a C simply shows up and is present for their calls or appointments. They show little or no initiative and performance of duties are mediocre at best.

D 60%-69%

- D represents unsatisfactory achievement. (BELOW AVERAGE)
 - For this class, the student is consistently not performing their duties, missing cues or late to calls or appointments. The supervisor consistently has to remind or find them to perform their duties.

E 59%-0

- E represents unsatisfactory achievement and failure.
 - For this class, the student performs D work and misses one or more calls or appointments.

Final Exam Information

- There is no final exam for this course.

Mid-term Grades

Mid-term grades will be posted in myUK by the deadline established in the

Submission of Assignments:

Given the nature of production, most assignments will be directly submitted to the instructor on a one-to-one basis for immediate feedback.

Attendance Policy

Excused Absences

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website:

<http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Tentative Course Schedule

The course schedule for this course, because it is an independent study is outlined on the College of Fine Arts Learning Contract.

A link to download this form can be found here

http://finearts.uky.edu/sites/default/files/pictures/Learning_Contract.pdf

5. Was the student committed to the project and to what degree?

A 90%-100%

- A represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. (EXCEPTIONAL)

B 80%-89%

- B represents a high achievement as a result of ability and effort. (ABOVE AVERAGE)

C 70%-79%

- C represents satisfactory achievement. (AVERAGE)

D 60%-69%

- D represents unsatisfactory achievement. (BELOW AVERAGE)

E 59%-0

- E represents unsatisfactory achievement and failure.

Assistant Costume Designer - Alice in Wonderland

Responsibilities include creation of the costume plot, assembling research materials for the designer, presentation of research materials, attendance at design & production meetings, and additional duties as needed by the Costume Director.

Schedule:

Measurements – determine which actors are needed for measurements and arrange same – 6 weeks prior to first dress rehearsal..

Research – prepare production related research for the designer five weeks prior to first dress rehearsals. Present materials at first available production meeting with the designer.

Costume Plot – Draft costume plot from designer renderings in consultation with costume designer and/or costume director.

Shopping – created buy lists for the designer and costume director. Assist the designer with local shopping as needed.

Fittings – work with the Costume Director wot schedule fittings with the designer, draper and actor as costumes are prepared. Assemble all clothing and accessories for fittings including all undergarments. Take detailed notes at all fitting making certain they are entered into the costume shop database for alterations and completion of costumes.

Dress Rehearsals (three days prior to opening) – prepare the racks for load-in and make certain every item is accounted for in the costume plot. Assist the wardrobe crew chief with the load-in and training of the wardrobe crew.

1st Dress (Monday before opening) – call time with the wardrobe crew and assist the designer prior to the production as needed. Take detailed notes from the designer during the rehearsal. Transcribe the note for the Costume Director and submit them for the costume shop by 9 am Tuesday morning.

2nd Dress (Tuesday before opening) – same as 1st dress

3rd Dress (Wednesday before opening) – same as 2nd dress.

Method of Evaluation.

1. How well did the students carry out assigned tasks?
2. Did they complete those tasks on time and in a timely manner?
3. How well did the student communicate with members of the production team and staff?
4. Did the student take initiative?