Professor Contact:

Professor	**Holly E. McDonald**
E-mail	**holly.mcdonald@ucf.edu**
Office Location	**Performing Arts Center T-226**
Office Hours	Wednesday: 11-2 PM Friday: 1-2 PM By Appointment
Phone	**407.310.4670** **For use during office hours only**

Click on the homepage for links to our schedule and protocols.

Click on the links below, to go to the location listed:

- **Syllabus** (click)
- **Schedule** (click)
- **Protocols** (click)
- **Click- Theatre UCF (show schedules and ticket information)**
- **Beyond The 4th Wall** (click)
- **Top Hat Access** (click)

Financial Aid Alert:

As of Fall 2014, all faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity (module one activity) by the end of the first week of classes or as soon as possible after adding the course, but no later than 01/12/18. Failure to do so may result in a delay in the disbursement of your financial aid.

If you have additional questions in regards to financial aid, contact the office of financial aid, I do not have additional information in regards to financial aid.

Course Description:

An overview of the art and craft of theatre.

CREDIT HOURS:

Three credit hours.

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Gordon Rule Writing Course Criteria:
College
-Level Writing
The University of Central Florida's definition of "College
-Level Writing" is as follows:
1.
The writing will have a clearly defined central idea or thesis.
2.
It will provide adequate support for that idea.
3.
It will be organized clearly and logically.
4.
It will show awareness of the conventions of standard written English.
5.
It will be formatted or presented in an
appropriate way

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Late Work Policy:

- Late work will not be accepted.
- Officially documented medical emergency (not nonemergency appointments) and documented death in the IMMEDIATE family are the only acceptable reasons. This documentation must be supplied within 2 days of your return to UCF. If you do not provide this documentation within 2 days of your return to UCF, you forfeit your right to make-up work.
- Emails requesting that exceptions be made, will not receive a reply. This serves as your official answer.
- The instructor may decide, between two make-up assignments:

  1. The original assignment missed.

   OR

   2. An extensive research paper based upon the missed topic. Example: The make-up for a ten point quiz, could be a 6-8 page paper (only worth 10 points).

- If you have an official UCF Activity, you must provide documentation prior to your absence.
- If you will need an absence for a religious holiday, you must provide this notification in writing (through email), within the first two weeks of class.

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Course goals-overarching goals for the course:

- # Understand the collaborative environment of the creation of theatre
- **Recognize the importance, value, and development of theatre in society**

- **Develop a personal standard to delineate between good and bad theatre**

- **Have a general understanding of the various elements involved in show production**

Objectives-students should be able to:

- **Identify types of theatrical performance**

- **Read a script for story, style and genre**

- **Critique a performance of a play**

- **Understand the process of creating a theatrical production**

- **Understand the function & conventions of a theatrical audience & display appropriate audience behavior**

- **Connect major characteristics within the genres of western theatre to their cultural context.**

Required Reading:

- *Beyond the 4th Wall, by Holly E. McDonald (This is a digital-interactive text, with graded/point earning - activities within the text, that will be linked to your specific account). The deadlines for these activities will be listed on our schedule. This is a textbook, a digital textbook and it is a requirement.*
- *Holly Down in Heaven, by Kara Lee Corthron*

1. Holly Down In Heaven, by K.C. (a play script) available at our UCF Bookstore or on Amazon. It is listed between $5.10 - $11.35.

2. Beyond the 4th Wall, by H.M. (a digital textbook).

You will need to purchase an access code for this digital text.

If you purchase it directly from the publisher, the cost is $85.00

If you purchase it from the UCF Bookstore, the cost is $109.30

If you would like to purchase it from the publisher, these are the directions:

1. go to www.grtep.com

2. Under - first time user, click "click here to purchase"

3. If will ask you for the institution, enter "The University of Central Florida"

4. It will ask you for the online publication, enter "Beyond the 4th Wall"

5. Then it will request payment ($85.00) and for you to create an online account.

 When you register in *Beyond the 4th Wall, register your name EXACTLY how it appears in Web-Courses.* **It is your responsibility to register for the correct section. No exceptions. If you do not register for the correct section, all of your work and earned points will be lost. This is not the instructors responsibility.**

3. Face to face courses require a Top Hat code (web-based sections do not).

<u>Grading:</u>

1. Points for the quizzes in our digital text, will appear in our digital text and will be migrated into web-courses. Units 1-4 will be migrated during mid semester. Units 6-8 will be migrated after Unit 8 due date.

2. Points for Module One assessment and essay grades will appear in Web-courses.

At the end of the semester, points from both will be combined in determining your final grade. It is critical that you are aware of your grades throughout the semester.

Your grades are always available to you in both grade books.

Grades are based on the University grading system. (no plus & minus).

To calculate your grade, do the following:

1. total your points

2. total the number of points possible (at that particular time)

3. divide your total points by the number of points possible (at any given time) and this will provide you with your grade.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 & below = F

Assignments:

- Module One (web-courses) quiz & participation verification, 10pts
- Essay 1, 10pts
- Essay 2, 10pts
- Essay 3, 20pts
- Production Review, 50pts
- Attendance, 30pts
- Questions/Discussion Course Participation, 60pts
- Beyond the 4th Wall Quizzes, 196pts
- Final Exam, 50pts

Class Notes:

- **This syllabus is subject to change at the discretion of the instructor.**

- **Violations of student academic behavior standards are outlined in the Golden Rule, the University of Central Florida's student handbook.**

- **Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact Student Accessibility at UCF ASAP.**

- **There are plays and materials that may express adult to controversial themes, as well as, adult and strong language. If this presents a problem for you, please contact the instructor immediately to assess your chances for success in the course.**

- **Assignments must meet due dates. Personal emails, requesting extensions will not receive a response, but rather, this will serve as your official response.**
- **Please allow time for a response to e-mail. Sending multiple emails will delay the response, as well as including urgent or high priority. Mail is answered in the order it is received. Include your full name and the name of the course.**
- **It is a requirement that you include the following on all emails: 1. Your full name as it appears in Web-Courses.2. THE2000 in the subject line.3. A brief and specific description of your concern or**

question. Reference the specific Module or Unit and the specific assignment within it.

Emails not including the above three requirements will NOT receive a response.

- **All assignments must be placed in the correct area. Assignments placed in the incorrect area will receive zero points.**

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UCF Statements:

UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

Integrity

I will practice and defend academic and personal honesty.

Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity

I will use my talents to enrich the human experience.

Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

Ethics statement

UCF faculty support the UCF Creed. Integrity - practicing and defending academic and personal honesty - is the first tenet of the UCF Creed. This is in part a reflection of the second tenet, Scholarship: - I will cherish and honor learning as a fundamental purpose of membership in the UCF community. - Course assignments and tests are designed

to have educational value; the process of preparing for and completing these exercises will help improve your skills and knowledge. Material presented to satisfy course requirements is therefore expected to be the result of your own original scholarly efforts.

Plagiarism and cheating - presenting another's ideas, arguments, words or images as your own, using unauthorized material, or giving or accepting unauthorized help on assignments or tests - contradict the educational value of these exercises. Students who attempt to obtain unearned academic credentials that do not reflect their skills and knowledge can also undermine the value of the UCF degrees earned by their more honest peers. see http://www.osc.sdes.ucf.edu/

Academic Integrity/Plagiarism

Many incidents of plagiarism result from students' lack of understanding about what constitutes plagiarism. However, you are expected to familiarize yourself with UCF's policy on plagiarism. All work you submit must be your own scholarly and creative efforts. UCF's Golden Rule defines plagiarism as follows: "**whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.**"

Similarly, please see an Ethics statement.

<u>Responses to Academic Dishonesty, Plagiarism, or Cheating</u>

UCF faculty members have a responsibility for your education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to infringements of academic integrity. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see http://z.ucf.edu/.

For more information about UCF's Rules of Conduct,
see http://www.osc.sdes.ucf.edu/.

Course Accessibility Statement

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me (with or without a Student Accessibility Services (SAS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting SAS (Ferrell Commons 185; 407-823-2371; sas@ucf.edu) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

Grades

You can access your scores at any time using the Grades section of Webcourses@UCF.

Technology Requirement:

Students will be expected to have access to a computer frequently, as all writing assignments used will be typed out and not handwritten. The software you use to write your assignments is irrelevant, as long as you follow my writing guidelines outlined later in my syllabus. I recommend to have access to a computer weekly. If you do not own a computer, there are computer accessible to you in all UCF's computer labs. For further information on computer labs, please see the following website: http://guides.ucf.edu/c.php?g=78577&p=517810.

Internet Usage

You will be expected to have daily access to the internet and email, since I will be emailing you constantly about assignment updates, additions and changes. All students at UCF are required to obtain a Knight's Email account and check it regularly for official university communications. If you do not own a computer, there are computer accessible to you in all UCF's computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website: http://registrar.sdes.ucf.edu/webguide/index_quickfind.aspx.

Course Requirements

This course may count as a GEP Humanities requirement and a Diversity requirement for some majors. For more information about GEP and Diversity requirements, please see the current course catalog (http://www.ucf.edu/catalog/current/) for Diversity and GEP course requirements.

Diversity and Inclusion

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or

assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at www.shield.ucf.edu and http://cares.sdes.ucf.edu/.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

Title IX – EO/AA - http://www.eeo.ucf.edu/ & askanadvocate@ucf.edu

Disability Accommodation – Student Accessibility Services - http://sas.sdes.ucf.edu/ & sas@ucf.edu

Diversity and Inclusion Training and Events – diversity.ucf.edu

Student Bias Grievances – Just Knights response team - http://jkrt.sdes.ucf.edu/

UCF Compliance and Ethics Office - http://compliance.ucf.edu/ & complianceandethics@ucf.edu

Ombuds Office - http://www.ombuds.ucf.edu

Protocols:

Before posting in a forum, always make sure your posting has no grammar, punctuation or spelling errors. You may do this by copying and pasting the text into Microsoft Word, and pasting it back to the posting area.

If you would like to send me email, please add the following to the subject line: "<course prefix>: **<Student's last name, first name>**". Since I get a variety of email each day, I do not read all emails I receive. By having this heading in the subject line, I will read your email immediately.

No shorthand notation or acronyms (such as "TTYL", " LOL", or "IMO") may be used at any time for this course. I feel it is unprofessional to use and is ambiguous for those unfamiliar with the acronym. Furthermore, please use smiley sparingly.

Before posting in a forum, always make sure your posting has no grammar, punctuation or spelling errors. You may do this by copying and pasting the text into Microsoft Word, and pasting it back to the posting area.

If you would like to send me email, please add the following to the subject line: "<course prefix>: **<Student's last name, first name>**". Since I get a variety of email each day, I do not read all emails I receive. By having this heading in the subject line, I will read your email immediately.

No shorthand notation or acronyms (such as "TTYL", " LOL", or "IMO") may be used at any time for this course. I feel it is unprofessional to use and is ambiguous for those unfamiliar with the acronym.

UCF Writing Center

University Writing Center

Colbourn 105

Satellite Locations: Main Library, Rosen Library & Online

407-823-2197

http://uwc.ucf.edu/

The University Writing Center (UWC) offers writing support to UCF students from first-year to graduate in every discipline. Trained peer consultants provide help at every stage of the writing process, including understanding assignments, researching, drafting, revising, incorporating sources, and learning to proofread and edit. The UWC's purpose is not merely to fix papers or to make better writers, but to teach writers strategies to navigate complex situations for writing, both in and outside the University. Consultations are available for individuals and small groups. To make the best use of the UWC, visit far enough before your due date to allow yourself time to revise after your consultation, browse the writing resources on our website, and arrange a regular weekly appointment if you'd like long-term help. You may schedule a 45-minute appointment by phone or by using the TutorTrac scheduler on our website; walk-in consultations are also available. In addition, the UWC seeks graduate and undergraduate tutors from all majors; contact the UWC to learn more about peer writing consulting and ENC 4275/5276: Theory & Practice of Tutoring Writing, our three-credit tutor-education course.

Unauthorized notes

Third parties may be selling class notes and other materials from this class without my authorization. Please be aware that such class materials may contain errors, which could affect your performance or grade. Use these materials at your own risk.

EMail

In this class our official mode of communication is through email. All communication between student and instructor and between student and student should be respectful and professional. As of 2009, Knightsmail is the only official student email at UCF. Class rosters list Knightsmail addresses rather than external email addresses, and all official class communications will be sent only to the Knightsmail addresses. Students are responsible for checking their Knightsmail accounts regularly.
See www.knightsemail.ucf.edu for further information.

UCF Cares

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit UCFCares.com (Links to an external site.)Links to an external site. if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

Religious Observance

Students are expected to notify their instructor in advance if they intend to miss class to observe a holy day of their religious faith. Click here for a list of the major religious holidays in a number of faiths. For more details about these and other holidays, go to http://www.fctl.ucf.edu/TeachingAndLearningResources/CourseDesign/MajorReligiousHolidays/ or contact the Office of Diversity Initiatives at 407-823-6479.

Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

Academic Honesty

Plagiarism and cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate referral to the Office of Student Conduct for further action. See the UCF Golden Rule for further information. I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, don't cheat by giving answers to others or taking them from anyone else. I will also adhere to the highest standards of academic integrity, so please do not ask me to change (or expect me to change) your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

Accessibility Statement

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this

course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with [Student Accessibility Services](), Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.