

SF SANTA FE COLLEGE

Department of Fine Arts



A.S. Degree: Theatre & Entertainment Technology

"THE ROPES"

Student Handbook 2021-2022



Santa Fe College
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Gainesville, FL 32606
352-395-5000

www.sfcollege.edu/finearts

TABLE OF CONTENTS

Introduction to this Handbook.....	Page 3
Santa Fe College Mission.....	Page 4
Fine Arts Mission.....	Page 5
A.S. Degree in Theatre & Entertainment Technology Mission.....	Page 5
Santa Fe College Student Rules and Protocols.....	Page 6
Student Code of Conduct.....	Page 6
COVID-19 information.....	Page 6
Accessibility.....	Page 7
Academic Dishonesty.....	Page 7
Discrimination/ Harassment Policies.....	Page 7
Student Rights and Responsibilities.....	Page 7
Student Resources at Santa Fe College.....	Page 8
The Fine Arts Department's Rules and Guidelines.....	Page 9
Department Organization.....	Page 9
Contact Information.....	Page 9
Medical Emergency/ Injury or Illness Reporting.....	Page 9
The A.S. Student in Training.....	Page 10
Overview.....	Page 10
Expectations.....	Page 10
Scope of Work.....	Page 10
Communications for course work.....	Page 10
Electronic communication.....	Page 11
Email.....	Page 12
Canvas.....	Page 12
Software requirements.....	Page 12
Internet Access.....	Page 12
Student Computer Skills Requirements.....	Page 12
Work Environments.....	Page 13
Shop and Stage safety.....	Page 13
Cell Phones.....	Page 13
The 13 Guidelines.....	Page 13
Tool usage and training.....	Page 14
SF Media Release information.....	Page 14
Essential Student Requirements.....	Page 14
Essential Observational and Communication Requirements.....	Page 14
Essential Movement Requirements.....	Page 15
Essential Cognitive Requirements.....	Page 15
Essential Behavioral Requirements.....	Page 15
Personal Expectations.....	Page 16
Self-care.....	Page 16
Standards for Teaching and Evaluation.....	Page 16
Degree layout.....	Page 17
A.S. Student Grading.....	Page 18
Grading policy.....	Page 18
Standards of evaluation of progress.....	Page 18

Attendance.....	Page 19
Theatre and Entertainment Technology Policies.....	Page 20
Rules of the Stages.....	Page 20
Production schedule.....	Page 21
Event Crew.....	Page 21
Supervisors.....	Page 21
Performances and photography, video, audio capture.....	Page 21
Event attire.....	Page 21
Event tools.....	Page 22
Additional safety practices for show run crews.....	Page 22
Conclusion.....	Page 23
Majors Meeting.....	Page 23
Instructors Questions for the A.S. Student.....	Page 23

Policies in the handbook are subject to change. Should there be a change in policy, students will be provided written notification and a signed acknowledgment from all students will be collected.

INTRODUCTION TO THIS HANDBOOK

Theatre and Entertainment Technology is a specific discipline within the wider environment of Performing Arts. Theatre and Entertainment categories are broad and require support from trained personnel across many areas.

Why we title this Handbook “THE ROPES”:

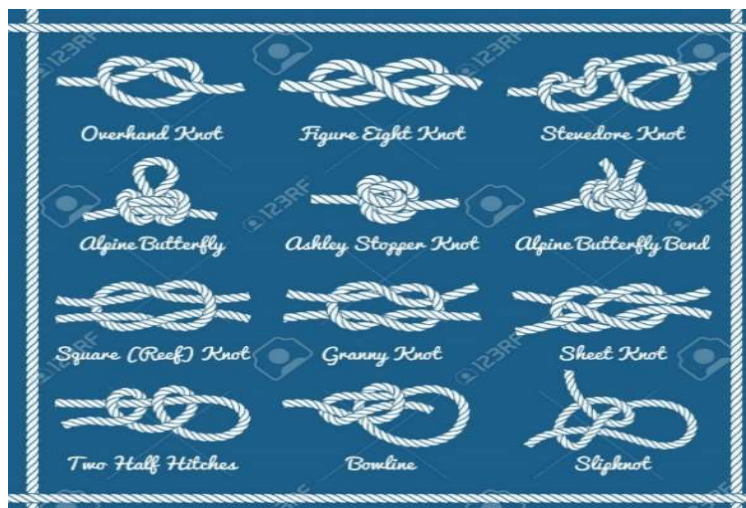
A Rope is a thick line or cord commonly composed of strands of material twisted or braided together. The strands can be separated as needed, while still maintaining its core strength. The more this rope stays together and essentially undertakes tasks together, the more likely the successful outcome.

Anatomy of a rope:



The strength of a rope is dependent upon all the parts working together, toward a common goal, intending to remain whole until the job is complete. Strands are stronger than single fibers.

When rope is in a knot – it can be a help – giving the rope extra strength and purpose - or it can be a hindrance – acting as an obstacle.



Santa Fe College Mission

Santa Fe College President – Dr. Paul Broadie, II

SF Associate Vice President Liberal Arts and Sciences – Dr. Stefanie Waschull

Mission Statement:

In keeping with our values and goals, Santa Fe College, a comprehensive public institution of higher education serving North Central Florida and beyond, adds value to the lives of our students and enriches our community through excellence in teaching and learning, innovative educational programs and student services, and community leadership and service.

Values:

Santa Fe College is a dynamic, innovative learning community committed to:

- Draw on our culture of diversity, inclusion, and equity to innovate and excel.
- Be a student-ready college providing a continuum of lifelong learning opportunities.
- Advance student success through assessment and continuous improvement of programs, services, and operations.
- Prepare active and responsible contributors to local and global society.
- Cultivate honesty, integrity, and respectful discourse.
- Employ professional development to enable faculty and staff to contribute fully to achievement of mission.
- Embrace academic freedom as the means of creating distinctive and engaging learning experiences.
- Collaborate with our community to enrich individual lives and regional vitality through education.
- Use our environmental, social, and economic resources ethically and sustainably.

Goals:

- Outreach and Access
Identify, assess and meet community needs to promote open access to the college.
- Delivery Alternatives
Assess student needs and outcomes as well as create innovative and flexible learning opportunities.
- Educational Programs
Provide learning opportunities and academic support to ensure the highest levels of academic performance.
- Student Affairs
Provide research-based, learner-centered program of services that supports access and student engagement from matriculation to goal attainment.
- Workforce Development
Provide student-centered workforce programs in collaboration with local employers and economic development agencies.
- Human Resources
Recruit, develop, assess and retain quality full- and part-time faculty and staff.
- Technology
Provide information and communications technology infrastructure and services to support the college's mission.

Resources:

Develop, obtain and allocate the necessary resources to implement the college's mission.

Sustainability Education and Operations:

Create, develop and enhance programs to reduce waste, conserve energy and green space, protect water resources, and promote wellness of students, faculty and staff.

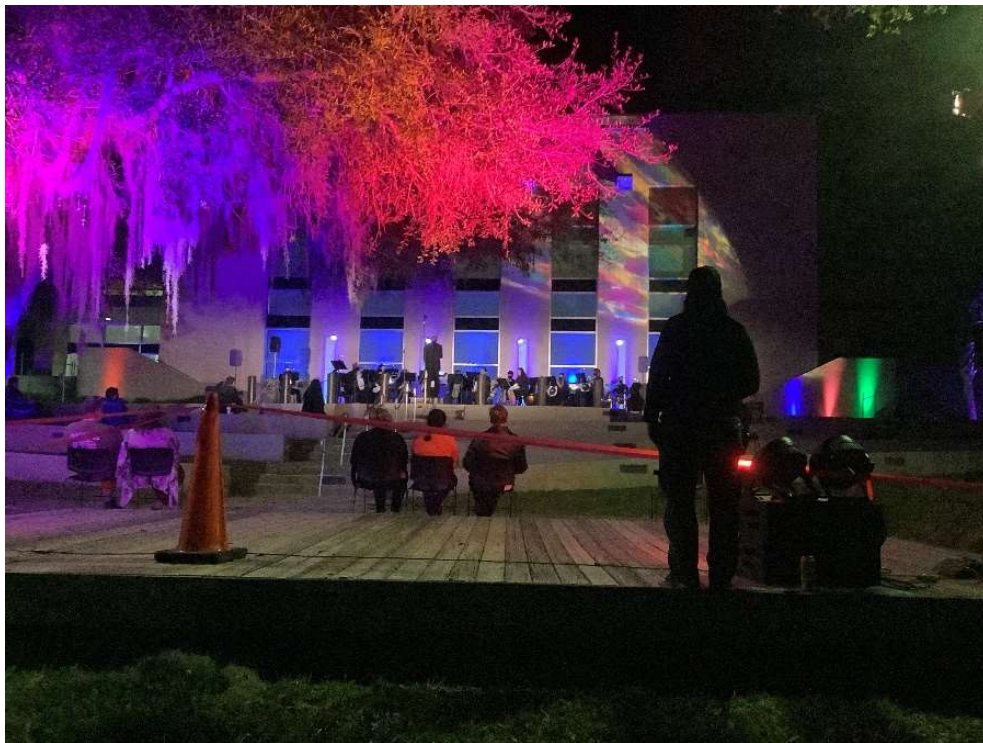
Fine Arts Mission

With the enthusiastic support of a community-wide audience, the Santa Fe College Fine Arts Department continues to build its programs regionally, nationally and internationally.

Santa Fe College students can be seen year-round in professional-level public performances and exhibitions for which they have been groomed and carefully guided by the talented Dance, Music, Theater and Visual Arts faculty.

Fine Arts Department utilizes several locations around Santa Fe College's North West Campus:

- Jackson N. Sasser Fine Arts Hall
- E Lyceum Concert Hall
- Amphitheatre and Terrace
- Oak Grove
- Fine Arts Hall Lobby



A.S. Degree in Theatre & Entertainment Technology Mission

Santa Fe College offers an Associate in Science Theatre and Entertainment Technology Degree that prepares students to work as front- and back-of-house technicians in a theatre and/or event and entertainment industry environment. The program is comprised of basic theatre technology, general education and advanced technical courses. Hands-on learning takes place in both the classroom setting and in live production situations to provide students with the principles and practices required for employment in the rapidly expanding and “high tech” entertainment industry.

Upon completion of the program students may work as journeyman stagehands or as specialists in the areas of stage carpentry, electronics, audio, properties, rigging, projectionist, event managers, or technical directors. There are positions available for stage technicians in the touring business of theatre, opera, dance or the music industry. Theme parks, cruise ships, convention centers, trade show companies, casinos, the film industry, and other fields with live presentations employ stage technicians.

A standard high school diploma/GED is required before admission to the Theatre and Entertainment Technology Program.

As our students “learn the ropes” of Theatre and Entertainment Technology, they practice cohesive collaboration, train, build, and hone skills to apply to industry standards environments. Students prepare a professional portfolio starting in their first semester and continually update their portfolio as more crafts and tasks are accomplished.

Santa Fe College’s Theatre & Entertainment Technology instructors are professionals in their field which provides the A.S. cohort with current information and resources.

Santa Fe College Student Rules and Protocols

STUDENT CODE OF CONDUCT: ([College Rule 7.23](#)) The very nature of higher education requires that students adhere to accepted standards of academic integrity. Therefore, SF has adopted a Code of Student Conduct that outlines general guidelines. Students are encouraged to discuss issues related to academic integrity with instructors.

It is YOUR responsibility to read and abide by the SF Code of Student Conduct that outlines general guidelines pertaining to academic integrity. This can be found at the following site: https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf

COVID-19 INFORMATION: Santa Fe College has made many changes to our operations based on guidance from the Centers for Disease Control and Prevention (CDC), the Florida Department of Health, and local emergency management agencies. These changes are designed to enhance safety at the college and include:

- Wearing cloth face coverings/masks
- Practicing physical distancing
- Conducting all meetings and more classes remotely*
- Scheduling [on-campus appointments](#) in advance

*Students and employees can use their SFID to utilize Zoom and Microsoft Teams, the online conferencing platforms supported by the college.

You are encouraged to read more about new college [safety protocols](#), including [what to do if you or someone you've been in contact with has COVID-19](#).

COVID 19 and Illness:

If you become ill or suspect you may be becoming ill, DO NOT come to campus or the worksite, and notify me and your supervisor as soon as possible so we can make a decision about your return to class and plan for your future success. Communication is vital. Please refer to [SF's Covid Page](#) for the latest information. You can expect postings and instructions on how to properly clean your work area and keep yourself and our community safe.

AMERICANS WITH DISABILITIES ACT (ADA) If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, a counselor is available to discuss appropriate academic accommodations

that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. Students must be registered with the Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see: <https://www.sfcollege.edu/drc/inde>

ACCESSIBILITY STATEMENT: Santa Fe College values diversity and inclusion and is committed to fostering mutual respect and full participation for all students. The Disabilities Resource Center (DRC) facilitates reasonable accommodations for students who encounter disability-related barriers in the learning environment. If you have a disability that may affect your work in this class and think you need accommodations, please contact the DRC to schedule an appointment and start a conversation about reasonable accommodations. Our Disabilities Resource Center is located in Building S, Room 229 at the Northwest Campus and appointments are available at all College locations. Visit www.sfcollege.edu/drc, call 352-395-4400, or email drc@sfcollege.edu.

ACADEMIC DISHONESTY: [College Rule 7.23, Article O Number 2](#) “The attempt to represent the work of another as the product of one's own thought...” Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This applies to speech and electronic media... It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials.” Plagiarism is a form of academic dishonesty and is a serious offense that may result in failing a class, expulsion from Santa Fe or even denial of credit for classes taken.

DISCRIMINATION/HARASSMENT POLICY: [College Rule 2.8](#) – Discrimination is conduct that is based upon an individual’s race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, and veteran status. SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. Students, faculty, and staff have a right to learn and work in an environment that is free from harassment. SF will not tolerate any form of harassment.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM: Santa Fe College is committed to a safe, healthy, and productive environment for its students and employees. Accordingly, the College prohibits the unlawful possession, use, manufacture, sale, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The Student Conduct Code, located in College Rule 7.23, fully describes prohibited conduct involving drugs and alcohol for students. A complete statement of SF College’s policy commitment to a drug-free workplace for employees can be found in College Rule 3.36 and the Employee Handbook. Additional information can be found: <https://www.sfcollege.edu/consumer/drug-and-alcohol-abuse-prevention-program>

FIREARMS AND WEAPONS are prohibited on College Premises.
https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_3/3_38.pdf

STUDENT RIGHTS and RESPONSIBILITIES: The purpose of [Student Rights and Responsibilities](#) document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. Follow the bold underlined words just above for a complete list.

OTHER POLICIES, RESOURCES and SERVICES: More information regarding available resources and college policies and how they can help you succeed can be found by accessing this [SF Resources and Services](#) link. It can also be found in Canvas as SF Policies and Resources in the List on the left-hand side of every page.

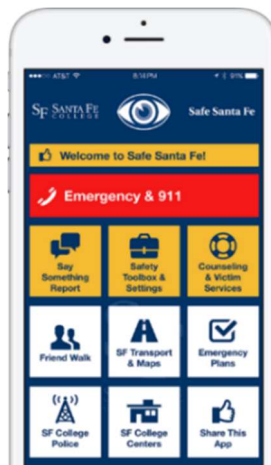
Student Resources at Santa Fe College

Santa Fe Police Department	Building T-001	Emergency 352-395-5555 Non-emergency 352-395-5519
Office of Diversity	Building S-212	352-395-5486
Disabilities Resource Center	Building S-229	352-395-4400
Student Life	Building S-127	352-395-5912
Student Health Care Center	Building S-112	352-381-3777
For Hours and additional information visit: https://www.sfcollege.edu/studentlife/health/index		
Counseling Center	Building R-227	352-395-5508 counseling@sfcollege.edu
Learning Commons	Y Building - Lawrence W. Tyree Library	https://www.sfcollege.edu/learning-commons/index

SAFE SANTA FE APP:

For campus-wide and local weather alerts, you can download this app to your phone:

<https://www.sfcollege.edu/safe/index>



Students can find additional resources, procedures, and events information on Santa Fe' [Student Life](#) page.

The Fine Arts Department's Rules and Guidelines

Departmental Organization:

Alora Haynes is the Chair of the Fine Arts Department. Owen Reynolds has authority in the Scene Shop. Lisa Cook has authority of show and event Crews. Liz Reynolds is the authority in Electrics. Sarah White is the authority of any Front-of-House activity. Anyone who requests Technical and Entertainment Technology assistance must first talk to Owen Reynolds.

Academic Chair	Alora Haynes alora.haynes@sfcollge.edu 352-395-5296
Theatre Manager	Sarah White sarah.white@sfcollge.edu 352-395-7343
Technical Director	Owen Reynolds owen.reynolds@sfcollge.edu 352-395-5985
Lighting Director & Designer	Elizabeth A. Reynolds liz.reynolds@sfcollge.edu 352-381-7106
Stage Manager	Lisa Cook lisa.cook@sfcollge.edu 352-395-4133
Audio Engineer	Kevin Terry kevin.terry@sfcollge.edu 352-381-3824
Shop Manager	Matt Coleman matthew.coleman@sfcollge.edu 352-395-5296
Technical Assistant	JoAnn Stevener joann.stevener@sfcollge.edu 352-381-3824
Department Home Page Website:	Fine Arts Santa Fe College, Gainesville, Florida https://www.sfcollge.edu/finearts
In the event of an emergency situation: Santa Fe College Police Department	352-395-5555 or Dial 911.
Reporting an Injury	Contact your Immediate Supervisor

The A.S. Student in Training

Overview:

Santa Fe College's A.S. Degree in Theatre and Entertainment Technology allows students to perfect the skills used in technical theatre and involves them in productions throughout the semester. Student training and experiences range across History of the fields, Stagecraft, Safety Protocols, and Industry Standards including but not limited to: Costumes, Sound, Lighting, Properties, Video, Special Effects, Design, Management, Show Running Crew, Stage Management, Scenery, Carpentry, Scenic Painting.

Student progress is tracked including individual creation of a Technical Arts Portfolio. Students are supervised by Theatre and Entertainment Technology Instructors (a.k.a. Technical Theatre Instructors) on progress and inclusions to culminating in a final portfolio presentation to the entire Technical Theatre Staff.

Students are expected to progress through this program with their cohort. A GPA of at least 3.0 in your Professional Core coursework must be maintained to remain in good standing.

Activities and assignments progress in detail and effort for each course throughout the semester and for the cohort's life span.

During their time in this A.S. Degree program, students are encouraged to explore the professional technical theatre and entertainment arts organizations. Membership in an organization is not required for degree completion. Membership could steer students further toward their goals while in this A.S. Degree program and some organizations offer opportunities to earn various Theatre & Entertainment Technology Certifications. A lower membership fee may be available when a person joins as a student.

Examples include:

- USITT – United States Institute for Theatre Technology
- LDI – Live Design International
- AES – Audio Engineering Society
- ETCP – Entertainment Technician Certification Program
- TCG – Theatre Communications Group

Expectations:

Students in this A.S. Degree program are full-time students while enrolled. In addition to class attendance and normal course workload, this program offers unique opportunities for the student to gain hands-on experiences in a variety of events, and job positions.

Several activities such as working events and performances will require the student's time outside of class time. The A.S. Degree program will require occasional nights and weekends. There may be homework that will require the student to work in one of the shops to complete the assignment.

Scope of Work:

SF Students will be expected to perform the following:

- Read and comprehend manuals, instructions and safety postings
- Dress appropriately for activity and safety which includes close-toed shoes, sturdy clothes, no loose jewelry, and long hair tied back.
- Employ situational awareness when around ladders, lifts, outdoor structures and temporary installations. Navigate over uneven surfaces such as grass, stairs and temporary staging. In other words, moving safely through and around a changing workspace.

- Demonstrate ability and strength to handle mechanical tools (basic hand tools) and lift and carry loads up to 20 pounds, and utilize team-lifting when appropriate. This could include totes of décor items from a vehicle to an event site or to a warehouse.
- Assess the safety postings, communication points, ingress and egress of a temporary worksite in case of emergency, also recognize basic public safety practices such as exit signage, clear walkways, fire extinguisher placement and emergency lighting.
- Effectively communicate with team members, particularly while on a temporary worksite to facilitate call and response. Workers will always be in communication with other workgroups in the case of emergency.
- Safely use ladders up to 11 feet as trained by Santa Fe staff.
- Walk in low light situations, allow sufficient time to adjust to low light, adjust workload accordingly and utilize flashlights as necessary.
- Work in non-climate-controlled areas or outdoors.
- Be on their feet for hours at a time, and complete repetitive tasks with sufficient time for rest. Repetitive tasks in this environment are not expected to last for more than one or two workdays as typical for events.
- Install temporary event lighting (theatrical style fixtures) with attention to proper electrical loads when using extension cords. Students will work only with permanently installed electrical outlets or approved temporary power outlets distributed from a power panel or generator, such as a portable distribution box with breakers.

Students will participate in development and implementation of concerts, civic events, entertainment events, and dance theater productions. Examples at Santa Fe College include:

Theatre

Musical Theatre

Dance

Instrumental Music

Vocal Music

Departmental and Non-departmental event support such as: speeches or ceremonies

Peer leadership representative

Santa Fe's Open House or Senior Night

Usher events, directing patrons and additional Front of House activities

Lobby meet & greets as departmental representative

What does the student need to do?

- You should have a working phone, a phone number that is valid. You should have space in your phone's plan for your supervisor to leave you a voice or text message if necessary.
- Practice common sense.
- Check your Santa Fe College email at least once a day.
- Respond to messages from your instructors in a timely manner.
- Go to all classes you are registered for.
- Speak with an instructor *before* you feel you are behind in your course work.

Communications for Course Work:

Electronic Communication:

Communication via email and Canvas is encouraged. Students should use their SF email address only. Problems with personal software, internet, hardware or equipment are not acceptable excuses for being unable to complete class work.

Students and instructors may only use Canvas and/or their SF email account for academic communication. Personal email communication is not permitted. Students are expected to set-up e-mail accounts through e-Santa Fe and to be able to access their learning management system (CANVAS) e-mail. Students should not use personal email for academic communications. School e-mail accounts, including Canvas, should be checked daily.

Email:

Santa Fe College provides all students with a Santa Fe College email account. You will also have access to internal email within Canvas called Conversations. These are messages you send to your instructor and classmates within Canvas only. You can set up notifications in Canvas to have your Canvas email go directly to your Santa Fe College email or a personal email address to be able to read them immediately. However, you should not send an email regarding your class from a personal email. You must log into Canvas and send a message to your instructor from there.

Canvas:

Canvas is Santa Fe College's online Learning Management System. Canvas supports the current and first previous major releases of the following browsers:

- Chrome 89 and 90
- Firefox 87 and 88 ([Extended Releases](#) are not supported*)
- Edge 89 and 90
- Respondus Lockdown Browser (supporting the latest [system requirements](#))
- Safari 13 and 14 (Macintosh only)

Software Requirements:

You should use a [supported Web browser](#). Canvas lists specific browser requirements in the [Canvas Guides](#) and even provides links to download the most current version of each.

It's also a good idea to have Adobe Acrobat Reader, which you can download for free from [Adobe's website](#).

Internet Access:

Access to an adequate Internet connection is your responsibility. The college does not provide students with free Internet access off campus; however, there are some computers on campus that you may use on a first come, first served basis, such as in the Library or the Testing Center (a.k.a. Big Open Lab) on the Northwest Campus in Building N-216 (when computers are available).

Some courses may use live online meetings - due to the technology used for this functionality (Flash and Java) a laptop or desktop computer and a reliable high-speed connection is required. The use of a phone or tablet as a sole or primary computing device is not acceptable for these courses. Some courses may make extensive use of video. For these courses, a reliable high-speed connection is strongly recommended.

Student Computer Skills Requirements:

You should have basic computer skills to be successful in an online class meeting, accessing Canvas, and utilizing basic productivity applications.

These include but are not limited to:

- Open multiple browser windows.
- Open and save (download) documents.
- Find a document on your computer and upload it (the same way you would attach a file to an email).
- Type at a reasonable speed and with accuracy.
- Creating text-based documents such as: resumes, reports, and progress paperwork.
- Creating organized charts such as: spreadsheets, budgets, lists, and schedules.
- Creating slide presentations such as a digital version of your portfolio.
- Capture photos on your phone or tablet and transfer them to computer to include in student documentation and portfolio.

Work Environments

Shop and Stage Safety:

Our safety training includes OSHA standards industry standards and Santa Fe rules. You are expected to implement all safety training as it is received. If you are unfamiliar with a task, safety requirements or PPE, you are expected to ask. Your safety is your responsibility, and you must be proactive in risk assessment. If you are injured you must notify your Supervisor, seek medical attention, and notify your Instructor.

The following are general shop rules and guidelines, class conduct requirements and expectations during Scene Shop time, either in regular class meetings or afternoon open shop time. These rules and guidelines are applicable to all Fine Arts shops and stage environments.

- Act in a responsible and safe manner.
- Part of your on-campus assignments and instructions includes proper training and being signed off to use the equipment you are trained on.
- Dress appropriately for Shop time and for Event Show time.
- Water in container with a secure lid is allowed HOWEVER must never be placed on a tool or any scenic item.
- No food, drink, nor water is permitted in the House audience areas.
- In specific pre-announced circumstances, Food and Drink are allowed in the Shop HOWEVER, they must never be placed on a tool or any scenic item.

Cell Phones:

- During Instruction and hands-on work time, cell phones are not allowed.
- Everyone's Safety is paramount, and distractions caused by cell phone use can be disruptive to the other students and the flow of activity and instruction.
- When you are ready to take a photo of your work or your progress for your portfolio, ask your instructor first.
- Do not use your phone during technical rehearsals and performances. It is distracting to your duties and disrespectful to the artists performing.
- If you are working higher than the 0" deck level (ladders, the catwalk, etc.), electronic devices such as cell phones or tablets are not allowed without specific permission from your Instructor. It is recommended you make arrangements to use your device before the activity begins.

The 13 Guidelines:

The 13 Guidelines are utilized in many technical theatre courses. As you gain more experience, these guidelines will expand in more detail with more training.

1) Arrive when scheduled, on time, and prepared to work. Report to a supervisor for assignment. Do not stand around waiting to be noticed.

2) Dress appropriately:

- Wear grubbies. Shop activities damage clothing.
- Avoid loose-fitting clothing, which may become entangled in equipment.
- Remove all hand jewelry, bracelets and long necklaces, and metal banded watches (plastic or leather banded watches are okay). TD has discretion on all safety measures.
- Long hair must be controlled and hang no lower than your shoulders. A cap is okay.
- Hard soled shoes that cover your entire foot and can be secured to your foot are required. Laces are best for all activity. In some situations, shoes that Velcro or Zip closed are okay. Sandals, flip-flops and other slip-on style shoes are not allowed.

- 3) Smoking is not permitted is not permitted in any Santa Fe College building or on any campus location.
- 4) Operate and behave in a safe and courteous manner.
- 5) Understand all instructions for a project and follow those instructions carefully. If you are not sure, ask.
- 6) Do not operate any equipment unless you are trained AND signed off on its proper operation. If unsure, ask.
- 7) Never attempt a 2 or 3-person job alone, such as material handling or lifting. Ask for assistance. Understand the application of the Team Lift.
- 8) Clean all tools and work areas before signing out. Return tools to their proper storage location. Clean up your work area. Follow the instructed procedures to sanitize the tools you used during your activity. Dispose of/recycle all scraps.
- 9) After painting, clean all brushes, rollers, sprayers, sponges, cans, buckets, and other equipment. Return them to proper storage location. Close and seal all paint containers and return them to their proper location.
- 10) Report broken or dull blades, bits, belts, bulbs, or equipment malfunctions to the Shop Supervisor.
- 11) Have a supervisor initial your time sheet at the end of your shift. Your hours logbook is your responsibility.
- 12) All supervisors will be asked to evaluate your attitude, contribution, dependability, and quality of work.
- 13) Repeated "No Show" may result in your name being removed for future work hours.

Tool Usage and Training:

Time will be spent with all A.S. Degree students on tool instruction, demonstration, and training. The Tools are only to be used after Training is completed to satisfaction of the Instructor.

A logbook will be utilized to track and record all tool training.

Additionally, the logbook is used to record specific assignments and activities for lab courses and for A.S. courses which have a lab participation component.

SF Media Release information:

All A.S. Degree students in the Theatre and Entertainment Technology program will be asked to read and sign Santa Fe College's standard Media Release Form. Once read and signed, the form is filed with a Technical Theatre Instructor and remains valid for the duration of your time in this program.

The purpose of photography and/ or video capture is to promote the Fine Arts Department, this Degree program, and Santa Fe College in materials available to students, parents, faculty, or staff, and individuals outside of the SF community.

When photos and/ or video are to be captured by SF Staff for the purposes described above, as much advance notice as possible will be given.

Essential Student Requirements

The following are essential requirements for our AS degree courses and events. Please note that these apply to your final semester's Internship location as well, and you may be asked to adapt to the working environment where your Internship is located. If at any time you feel you are asked more than what you can provide, please notify your worksite supervisor or instructor as soon as possible.

Essential Observational and Communication Requirements:

- Possess the visual acuity to distinguish fine details in classroom materials
- Observe demonstrations in which techniques are discussed
- Describe and discuss environments and applications
- Clearly read and comprehend text, numbers and graphs displayed in print and on a video monitor or screen
- Read and understand warning placards

Essential Movement Requirements:

- Be in the classroom, shop and theatrical environments at the designated times as described in the course syllabus for educational experiences. Environments include heights, stairs, ladders, motorized personnel lifts, and a variety of outdoor and overhead environments.
- Demonstrate sufficient ability and strength to handle mechanical tools and lift equipment up to 20 pounds.
- Navigate over irregular surfaces, platforms and/or inclines
- Safely climb a ladder up to 11ft tall
- Move safely around the classroom and shop.
- Use tools and materials safely and effectively.
- Have hand eye coordination to operate rotational and impact hand and power tools
- Demonstrate sufficient endurance to perform moderately taxing continuous physical work, often requiring prolonged standing over several hours.
- Work for extended periods of time with arms overhead
- Be able to withstand confined spaces, defined as limited or restricted means for entry or exit

Essential Cognitive Requirements:

- Read and comprehend technical and professional materials (e.g. textbooks, shop drawings, handbooks, electrics procedures, and instruction/equipment manuals, etc.).
- Comprehend verbal communications, including lectures, discussions, and conversations.
- Follow verbal and written instructions in order to correctly and independently perform duties.
- Effectively communicate with classmates and team leaders.
- Independently prepare papers and homework, and take paper, computer, and laboratory assignments.
- Be able to visualize and describe mechanical relationship in simple wooden structures.
- Students with a known medical history of seizure disorder, loss of balance, loss of function or loss of communication are recommended to register with the Disability Resource Center and must notify the instructor.

Essential Behavioral Requirements:

- Manage the use of time and organize work in order to complete multiple tasks and responsibilities within realistic constraints.
- Independently exercise appropriate judgment and apply cognitive skills in the classroom and lab.
- Operating while experiencing the stresses of the artistic environment and stress of show conditions.
- Be flexible and creative.
- Recognize potentially hazardous materials, equipment, and situations and work safely in order to minimize risk of injury to co-workers, self and nearby individuals.
- Foster a team approach by supporting and promoting the activities of fellow students and professionals in learning, task completion and problem solving.
- Admit when an error has been made, when uncertain about a result, or when unsure about the appropriate response.
- Critically evaluate his or her own performance, accept constructive feedback, and seek ways for improvement
- Adhere to all course policies and procedures as outlined in the course syllabus. Adhere to all college policies and procedures as outlined in the student handbook.

All guidelines set forth in Santa Fe College's Student Conduct Code, Rule: 7.23, are applicable to this A.S. Degree.

Personal Expectations

The training for Theatre & Entertainment Technology resembles and reflects the professional work and field environments. Creating good self-care habits now will assist you in your career. College is a full-time job and should be your priority.

If the student feels they are having difficulty in any class, lab, assignment, or event, it is strongly encouraged to contact the Instructor as soon as possible.

Personal Expectations:

You are expected to take care of yourself mentally and physically.

You are expected to take responsibility for your successes and failures.

You are expected to earn the grade you receive.

You are expected to manage your responsibilities, your personal time and your stressors.

You are expected to adhere to college policies.

You are expected to think and act on your own and display common sense.

Pro-activity is key!

Self-Care:

General well-being and appearance demonstrate your ability to balance personal expectations, and the expectations and requirements of this program.

Stay hydrated. You are permitted to have a water bottle in class, shop, and backstage areas provided it has a secure lid and no breakable materials (no glass, no ceramic).

Make sleep a priority.

Make a plan before you need to act on your self-care:

Prioritize your health.

Who do contact if I am ill and cannot attend class or an event, I said I'd work?

What if I need to see a health professional?

When "break time" is called, you are required to take your break.

Basic, good hygiene and regular laundering of clothing is a must.

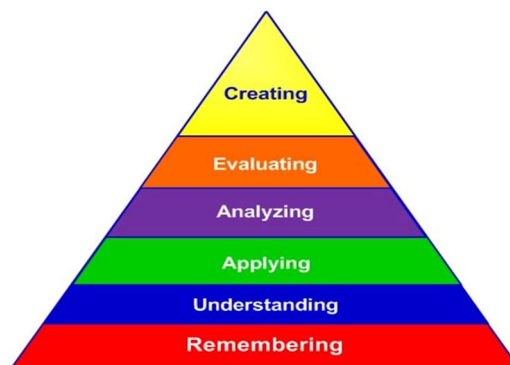
If you do not have more than one set of crew clothing, schedule in time to launder your show crew blacks during Tech Week, then again before the performance(s).

Practice effective and reliable time management skills.

Standards for Teaching and Evaluation

Bloom's Taxonomy Revised is a general guideline for cognitive learning and evaluations of recalling and applying instruction.

Blooms Taxonomy - Revised



Degree Course Layout:

Associate of Science
AS 3550 - 2021-2022 Theatre & Entertainment Technology - 64 credit hours
 Santa Fe College, Department of Fine Arts

	Term 1 (Fall)	Term 2 (Spring)	Term 3 (SumA)	Term 4 (2nd Fall)	Term 5 (2nd Spring)
DEPARTMENT COURSE # COURSE NAME HOURS PREREQUISITE NOTES	COMMUNICATIONS ENC1101 College Composition 3.0 hours None Required Course	COMMUNICATIONS (choose one) ENC1102 Coll Comp 2 3.0 hours Prereq: ENC1101 ENC2210 Tech Communications 3.0 hours Prereq: ENC1101 & ENC1102	GEN ED TBD TBD TBD Hours Prereq: TBD Optional: Additional Gen Ed	SOC/BEHAV SCIENCE (choose one) AMH2020 History since 1877 3.0 hours None POS2041 Amer Govern 3.0 hours None	TECHNICAL THEATRE TPA1942 Internship 3.0 hours Prereq: TPA2292 Professional Core
DEPARTMENT COURSE # COURSE NAME HOURS PREREQUISITE NOTES	HUMANITIES/FINE ARTS THE1000 Intro to Theater 3.0 hours None Required Course	MATHEMATICS (choose one) MAC1105 , College Algebra 3.0 hours Prereq: MAT1033 or MAT1034 MGF1106 Topics in Math 3.0 hours MGF1107 Contemp Math 3.0 hours Prereq: MAT1033 or MAT 1034 or MGF1100	TECHNICAL THEATRE TPA2291 Theatre Lab II 1.0 hours Prereq: TPA1290 Professional Core Option to complete Term 2 or 3	TECHNICAL THEATRE TPA2221 Adv Stage Lighting 3.0 hours Prereq: TPA1220 Elective	TECHNICAL THEATRE TPA1600 Stage Management 3.0 hours Prereq: TPA1210 or TPA1200 Professional Core
DEPARTMENT COURSE # COURSE NAME HOURS PREREQUISITE NOTES	TECHNICAL THEATRE TPA1210 Stagecraft for Majors 3.0 hours None Professional Core	TECHNICAL THEATRE TPA1211 Stagecraft II 3.0 hours Prereq: TPA1210 or TPA1200 Elective		TECHNICAL THEATRE TPA2343 CAD for Theatre 3.0 hours Prereq: TPA1210 or TPA1200 Professional Core	TECHNICAL THEATRE TPA1232 Theatre Costuming 3.0 hours None Professional Core
DEPARTMENT COURSE # COURSE NAME HOURS PREREQUISITE NOTES	FINE ARTS ART1300 Drawing 1 3.0 hours None Professional Core	TECHNICAL THEATRE TPA1220 Introduction to Stage Lighting 3.0 hours Pre or Co-req: TPA1210 or TPA1200 Professional Core		TECHNICAL THEATRE TPA2212 Sound Production for Theatre 3.0 hours Prereq: TPA1210 or TPA1200 Professional Core	TECHNICAL THEATRE TPA2273 Entertainment Technology Crafts 3.0 hours Pre or Co-req: TPA1211 Elective
DEPARTMENT COURSE # COURSE NAME HOURS PREREQUISITE NOTES	TECHNICAL THEATRE TPA1380 Survey of Entertainment Technology 3.0 hours Co-Req: TPA1210 or TPA1200 Professional Core	TECHNICAL THEATRE TPA2218 Welding for Theatre 3.0 hours Pre or Co-req: TPA1210 or TPA1200 Professional Core		TECHNICAL THEATRE TPA2070 Scenic Painting 3.0 hours Prereq: TPA1210 or TPA1200 Professional Core	TECHNICAL THEATRE TPA2272 Introduction to Rigging 3.0 hours Prereq: TPA1210 or TPA1200 Elective
DEPARTMENT COURSE # COURSE NAME HOURS PREREQUISITE NOTES	TECHNICAL THEATRE TPA1290 Theatre Lab I 1.0 hours None Professional Core	TECHNICAL THEATRE TPA2291 Theatre Lab II 1.0 hours Prereq: TPA1290 Professional Core Option to complete Term 2 or 3		TECHNICAL THEATRE TPA2292 Theatre Lab III 1.0 hours Prereq: TPA2291 Professional Core	TECHNICAL THEATRE TPA 2293 Theatre Lab IV 1.0 hours Prereq: TPA 2292 Professional Core
TOTAL HOURS	16.0 hours	15.0 or 16.0 hours	1.0 or more hours	16.0 hours	16.0 hours

REQUIREMENTS: Communications: 3.0 hours Communications: 3.0 hours Optional Gen Ed: 3 hours optional Soc/Behav Science: 3.0 hours Professional Core: 10.0 hours
 Humanities/Fine Arts: 3.0 hours Mathematics: 3.0 hours Professional Core: 1 hour Electives: 3.0 hours Electives: 6.0 hours
 Professional Core: 10 hours Professional Core: 6 or 7 hours Professional Core: 10 hours

SPECIAL NOTES: TPA 1200: Intro to Stagecraft and TPA1290: Theatre Lab I are offered every semester TPA 1200: Intro to Stagecraft and TPA1290: Theatre Lab I are offered every semester TPA 1200: Intro to Stagecraft and TPA1290: Theatre Lab I are offered every semester TPA 1200: Intro to Stagecraft and TPA1290: Theatre Lab I are offered every semester TPA 1200: Intro to Stagecraft and TPA1290: Theatre Lab I are offered every semester

KEY	Dept. Permission Only	Professional Core Classes
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Degree Audit Chart version May 18, 2021

A.S. Student Grading

Grading Policy:

You will be informed of your duties, responsibilities and assignments for your Tech Lab and Production experiences. You will be graded based on your performance, quality of work, attitude, collaborative skills and communication during this process.

Late or Missed Assignments:

Assignments and projects will be accepted (and you are urged to do so) and may receive a one letter grade deduction. Presentations MUST be completed on time.

THE “I” GRADE based on departmental policy:

An incomplete or “I” is available only in cases of extreme emergency and after successful completion of 75% of the course. Please note the dates and times for the Final Exam and plan accordingly.

Standards for Evaluations of Progress:

Ongoing:

- Student observes and evaluates the working and learning environment.
- Student asks questions in a timely fashion.
- Student progresses through each course as laid out in the course syllabus.
- Student commits to the assignments as scheduled once published.
- Student establishes a progressive workflow.
- Student understands, follows, and maintains department safety standards.
- Time management.
- Regular progress check ins with Instructors.
- Process documentation for portfolio inclusion.
- End of semester resume and portfolio presentation.

Event Opportunities:

Students will go through several steps to be assigned to scheduled event opportunities.

- Draft and send a Letter of Interest to Technical Theatre Instructors.
- Meeting with Instructors to discuss.
- Commit to project assignments and applications for an entire semester (such as the Spring musical production).
- Read and sign letter for agreement.

Level I, semesters 1 and 2:

- Understand.
- Interpret.
- Follow instruction and orders.
- Repeat what has been told.
- Demonstrate basic skills at the basic level
- Logbook documentation
- Assignment completion
- Self-presenting portfolio pages
- TPA1290 Technical Theatre Lab I completion of 40 to 45 hours.

Level II, starting with semester 2:

- More contact with production team members, Designers, Technical Staff
- Additional assignments related to program goals
- Proficiency
- Act as Assistant to a Designer or Technical Professional
- Logbook documentation
- Assignment completion
- Self-presenting Portfolio pages
- TPA1291 Technical Theatre Lab II completion of 40 to 45 hours.

Level III, starting with semester 3, 4:

- Decide.
- Lead.
- Peer leadership
- Task proficiency
- Time management proficiency
- Logbook documentation
- Assignment completion
- Self-presenting Portfolio pages
- TPA1292 Technical Theatre Lab III completion of 40 to 45 hours.

Level IV, by or before final semester:

- Supervise.
- Schedule
- Report.
- Peer leadership
- Proficiency
- Independent contractor
- TPA1942 Internship
- TPA2293 Technical Theatre Lab IV completion of 40 to 45 hours

Attendance:

Attendance is mandatory. Time missed is difficult to make up. The student is responsible for any missed lectures, rehearsals, assignments, or production duties. Absences may result in being withdrawn.

Arrive when scheduled, on time, and prepared to work. Report to an appropriate supervisor for an assignment. Do not stand around waiting to be noticed. Should your situation change, and you will be late or unable to attend the time you signed up for, you should inform your Instructor as soon as possible via email or Canvas Inbox feature. Repeated "No Show" may result in loss of points and reduction of grade.

All A.S. Theatre & Entertainment Technology courses follow Santa Fe College's published policy concerning academic objectives and attendance, which states:

"Students are responsible for satisfying the entire range of academic objectives as they are defined by the instructor in any course. Attendance requirements are included within the academic objectives of each course. These objectives shall be presented in writing by the instructor at the beginning of each class. Absences shall count from the first class following registration. Lateness or leaving early may be considered as absences. Failure to satisfy any of the course objectives may have an adverse effect on the grade earned in the course or may result in the student's receiving no credit in the course."

Theatre & Entertainment Technology Policies

Rules of the Stages:

The performing environments offer unique and exciting opportunities. There are additional policies and guidelines to be aware of and to follow when involved in a live event of any genre, style, or size.

You are a student of Santa Fe College whether you are on campus or on a work site. You are expected to uphold the standards of conduct and follow Santa Fe rules. These include abstaining from alcohol and drug use, harassment, discrimination and upholding respect. In the theater, we observe respect and collaborate between all departments and performers while maintaining a professional attitude and etiquette.

We represent the technical theatre department for Fine Arts productions and events

We represent the department for Santa Fe administrative, graduation, and visitor events.

You are expected to carry these qualities with you on all productions and assignments.

Performing Arts content disclaimer:

Theatre & Entertainment Technology Instructors have the authority to disprove any project, discussion or assignment topic based on its educational value. The arts deal with art from all throughout history and current popular culture. Topics may contain sensitive themes, adult content, or coarse language.

Stage Space versus Shop Space:

The stage is a formal performance space and requires specific treatment. Any equipment that is taken onto stage must be clean and free of dust. This includes fans and brooms. Once a scenic piece is constructed, it is not to be used for anything other than show purposes.

Dance and musical productions require Marley (vinyl surface) dance floor to be laid down. Once the Marley is in place on the stage floor, extra precautions are taken daily to ensure the floor surface remains safe for all dancing activities and styles.

Pianos and Instruments:

Santa Fe is home to several Steinway pianos. These pianos may not be played by anyone not approved by the theatre manager, directors, or college administration. If an unknown individual is playing a college instrument, notify a supervisor immediately. Steinway pianos may not be moved without consent of the Technical Director or Theatre Manager. It is a breach of etiquette for anyone to play any instrument left unattended.

Children on Campus:

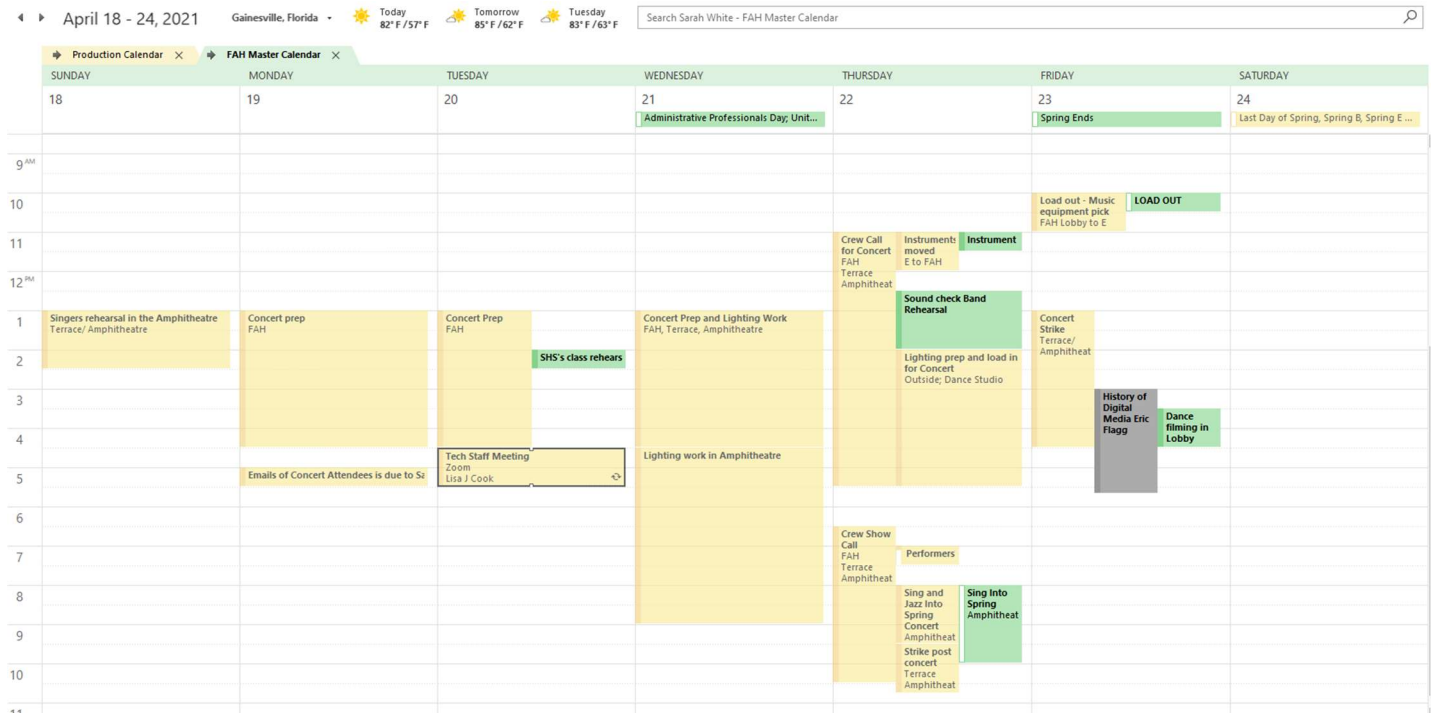
Children are only permitted in Theatre & Entertainment Technology areas when they are a Cast Member of a current and active Santa Fe College Fine Arts Production. Children are not permitted in shop or stage areas unsupervised.

Production Schedule:

Each Semester there are multiple opportunities for production experiences. These opportunities vary based upon the Fine Arts Department Production Calendar.

Production and assignment schedules will be supplied to you by the artistic director, stage manager, technical director or other technical specialist. You are responsible for adhering to the schedule, managing your time, and being proactive with updates and changes. Attendance expectations and requirements are applicable whenever working an event.

Production Calendar Sample:



Event Crew

Supervisors:

Do not proceed with any tasks or duties until you have checked in with the appropriate area Staff Supervisor:

- Deck Crew, Runner, Fly Op, Assistant for the production or event – Lisa Cook
- Master Electrician, Lighting Crew, Light Board Operator, Follow Spot Operator – Liz Reynolds
- Audio Crew, Sound Board Operator – Kevin Terry
- Video Crew – Lisa Cook or Kevin Terry

Performances and Photography, Video or Audio capture:

Always ask your Supervisor before photographing or recording any steps of the event you are working. This applies to: set up, rehearsals, performances, and strike. Some guests and users of the performing spaces have their own rules regarding photography.

Event Attire:

- Recommended: Clothing appropriate for working in a scene shop environment, show run clothes (all black,) basic shop tools (rated safety glasses, close-toed shoes, other materials will be recommended based on assignment). You may receive other specifics from your work site.
- Required: Specified upon assignment

Rehearsals:

- Dress neatly (no tears or holes in clothing), long hair must be tied back or up. Caps are okay.
- Hard soled shoes that cover your entire foot and can be secured to your foot (laces, straps, zippers). Sandals, flip-flops, and slip-on style shoes are not allowed.

- Rehearsals may require you to dress in Crew Blacks. Lisa Cook will notify you ahead of time if this applies.

Performances:

- Dress neatly (no tears or holes in clothing); long hair must be tied back or up.
- If you wear a cap it must be black in color.
- Long pants, black in color.
- Shirt – any style, long or short sleeved, black in color.
- Hard soled shoes that cover your entire foot and can be secured to your foot (laces are ideal). Sandals and slip-ons are not allowed. Shoes must be black in color (or as dark as you own).
- If you are not sure which clothing is appropriate, speak with Lisa Cook.

Event Tools - have the proper tools:

Always:

- A flashlight separate from the one on your cell phone.
- Something to write on (a small note pad that fits in your pocket is good)
- Pen or Pencil

Recommended:

- A pocket cutting tool or multi tool.

Additional tools will be specified per event.

Lockers:

Depending upon current COVID rules and guidelines, Lockers in the Fine Arts Hall may be available for your use. These would be used to store your PPE, show crew clothing, and other regularly used items necessary for your work as a Tech Theatre student. Perishable items should never be stored in lockers.

You must provide your own lock.

Additional Safety practices for Show Run Crews:

Events can incorporate audiences that are the Santa Fe College community (current students, faculty and staff) as well as members of the community of Gainesville and surrounding areas. Depending upon the nature and structure of an event, members of the community may be backstage personnel and therefore require additional support and direction from Fine Arts Staff.

Fine Arts Staff will be the first line of communication with visiting artists and backstage personnel. Your assigned duties may include working directly with any of these visitors. This will allow you to learn who is who on or in a show. Therefore, you should learn to discern who is not on or in a show. When the public is on campus, it has occurred they wander into the backstage environments on accident.

If you feel you encounter someone who has come to backstage environments on accident, politely direct the person back to the public areas. If additional support is required, contact a Supervisor immediately. Many activities begin with Situational Awareness. An important and valuable tool within Fine Arts events is collaboration.

Santa Fe College Police Department service the entire campus and regularly patrol building interiors and exteriors. There are times an Officer is scheduled to work an event with us.

Safety TIPS from SFPD:

- Please be aware of your surroundings and take the proper precautions to help us ensure your personal safety while working on our campus. Keep your personal belongings in sight or in a secure location. Park in designated areas and lock your vehicle if left unattended.
- Try to park in a well-lit area.
- Walk with a friend to and from class and events, especially at night.
- At any time, you feel uncomfortable call Santa Fe College Police Department. SFPD provides an escort service. Call 352-395-5519.

CONCLUSION

Majors Meeting:

Each semester will begin and end with a Majors Meeting.

This meeting is designed to announce and discuss, including but not limited to:

- Semester courses layout
- Cohort course and activities progress assessments
- Training goals
- Expectations and student acknowledgement of clear understanding of expectations
- Discussion and/ or presentation of current resume and portfolio.
- Semester opportunities: Events, Departmental Productions, Assignments
- Sample positions:
 - Master Electrician
 - A2
 - Production Assistant or Technical Supervisor for Events
 - Assistant Charge Artist
 - Props Master for a production
 - Carpenter/ Scenic Crafts for a production
 - Assistant Technical Director for a production
 - Rigger/ Fly Operator

Instructors Questions for the A.S. Student:

What do we want you to learn? What are we looking for from you?

What are you interested in? What are your tool and backstage equipment skills now?

What do you want to learn while you are going through this program and taking these classes?

What do we want you to practice? Examples include: Protocols, Leadership, Safety

What are your Theatre and Entertainment Technology interests?

What do we want you to finish with?

A degree and diploma.

Empower you to not just find a job in the performing arts world, to also succeed in that job.

Be grounded in the fundamentals.

Know options to continue your training.

Present yourself at the job site dressed appropriately and with the right tools.

Self-presenting Portfolio and Detailed Resume.

A.S. Degree Theatre & Entertainment Technology Student Handbook

“The Ropes”

Version June 2021