

Mainstage Cast/Crew/Designer Activity Unit Grading

Activity Unit Grading Overview—Mainstage Cast/Crew

1. Grades are based on a standard grading curve
 2. Grades are factored based on the following:
 - i. Participation: 33.33%
 - ii. Attitude/Appropriate Behavior: 33.33%
 - iii. Performance in Assigned Duties: 33.33%
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Grading Parameters Per Area

1. **Participation:** As activity units are based upon participation in an assigned production, students are expected to attend every rehearsal, technical rehearsal and performance of the show they are assigned to as they are called per the schedule in order for them to be considered as fully participating. This includes crew watch and strike.
 - a. The following are the days each student is expected to attend if they are assigned to a Mainstage Production:
 - i. Scenic Crew:
 1. All Tech days, including crew watch, as called
 2. 8-9 (every show if it is a 8 to 9 performance run, if longer it is split into 8-9 performances per).
 3. Strike
 - ii. Electric Crew:
 1. All Tech days, including crew watch, as called
 2. 8-9 (every show if it is a 8 to 9 performance run, if longer it is split into 8-9 performances per).
 3. Strike
 - iii. Costumes/Make-Up Crew:
 1. All tech days, including crew watch, as called
 2. Every performance is required if crewing an on-campus production
 3. Off-campus productions crews may receive two days off but it is not guaranteed
 4. Strike
 - iv. Stage Management (ASMs and Lead ASMs):
 1. All rehearsals
 2. All Tech days, including crew watch, as called
 3. All Performances
 4. Strike
 - v. Front-Of-House
 1. House Manager training
 2. Performances as assigned by Management
 - vi. Cast
 1. All rehearsals
 2. All Tech days, including crew watch, as called
 3. All Performances
 4. Strike
 - vii. Mainstage Designers (including Props)
 1. All production meetings
 2. All designer meetings
 3. Rehearsals as called (First Day, Designer Run-Through, etc)
 4. All tech days, including crew watch, through Preview
 5. Strike
2. **Attitude/Appropriate Behavior:** The attitude and behavior of the cast, crew and designers assigned to a production is instrumental in creating a productive workspace that is conducive to the creative environment.
 - a. Attitude and appropriate behavior include but are not limited to:
 - i. Being on-time to all calls, including returning from breaks
 - ii. No unexcused absences
 - iii. Being dressed appropriately for your assigned role in the production
 - iv. Being present and active in your assigned role in the production
 - v. Being polite
 - vi. Following the directions of your Crew Supervisor and/or Stage Manager quickly and with a helpful manner
 - vii. Being quiet backstage and respectful of the process and needs of those around you

- b. Inappropriate Attitude/Behaviors include but are not limited to:
 - i. Cell-phone/lap-top use during the production (unless required by the production) anywhere in the theatre (house, booth, backstage, dressing rooms)
 - ii. Absences and tardiness; including returning late from breaks.
 - iii. Insubordination
 - iv. Rudeness
 - v. Actions which put the safety of others at risk
 - vi. Actions which put the integrity of the show at risk
 - vii. Use of production areas as one's personal space; a Green Room is provided for cast/crew/designers for that use.
3. **Performance of Assigned Duties:** Crew, cast and designers have many responsibilities and duties per their assigned position; new duties and responsibilities may be assigned at the discretion of their staff/faculty supervisor, their stage manager, their director and/or the Production Manager. The following will negatively affect how one is graded in the performance of their assigned duties:
- a. Unexcused absences/tardiness affect performance of duties as student cannot perform in their assigned duties if they are not present.
 - b. Not being able to be found; not being in their assigned area
 - c. Wearing clothes which restrict their ability to do their assigned duties
 - d. Not paying attention to the area which is their responsibility; missing cues, changes, etc
 - e. Not being alert and taking an active role in their assigned area
 - f. Assigned duties/responsibility not being completed correctly or in an appropriate time

Reporting of Infractions

1. Absences and tardiness are tracked in the sign-in sheets by the Stage Manager for the production as well as put into the Rehearsal/Performance Report for each rehearsal/performance. Sign-in sheets are turned into the appropriate staff/faculty supervisor after closing for use in grading.
2. Inappropriate behavior and attitudes:
 - a. If witnessed by a student supervisor (i.e. a designer or stage manager), they must write up a disciplinary report (the SMs have these forms) which is turned into the Production Manager for proper dispersal to the appropriate faculty/staff supervisor in order for the infraction to be recorded and the grade affected.
 - b. If witnessed by a faculty/staff supervisor who is not the student's direct supervisor, a written report of the infraction must be sent to the faculty/staff supervisor. Faculty/Staff are welcome to use the disciplinary report but not required to.
 - c. Stage Management will provide evaluations of all Crew Members to the appropriate Faculty/Staff supervisor after the show has closed.
3. Non-Performance of Assigned Duties
 - a. During technical rehearsals the Faculty/Staff/Grad Supervisor is responsible for identifying infractions of their assigned students
 - b. Stage Management will report gross infractions in the Performance Report once the production has opened
 - c. If witnessed by a student supervisor (i.e. a designer or stage manager), they must write up a disciplinary report (the SMs have these forms) which is turned into the Production Manager for proper dispersal to the appropriate faculty/staff supervisor in order for the infraction to be recorded and the grade affected.
 - d. If witnessed by a faculty/staff supervisor who is not the student's direct supervisor, a written report of the infraction must be sent to the faculty/staff supervisor. Faculty/Staff are welcome to use the disciplinary report but not required to.
 - e. Stage Management will provide evaluations of all Crew Members to the appropriate Faculty/Staff supervisor after the show has closed.

Grading responsibility:

It is the responsibility of the faculty supervisor to decide final grades. Please see the CSU LB Crew Guidelines for a list of Faculty Supervisors.

The staff supervisor is responsible to give adequate and full evaluations of their crew to the faculty supervisor.

Stage managers will give adequate and full evaluations of their crew to the appropriate faculty/staff supervisor as well as sign-ins reflecting absences and tardiness.