

A - New Course Proposal V. 7.2022 : Entry # 3620**DEAN Decision**

Approved

Date

01/06/2026

Is this course intracollegiate or intercollegiate?

Intracollegiate

SCHOOL EPC Decision

Approved

Date

02/12/2026

Begin Form**Today's Date**

01/06/2026

Your Name:

Caitlyn Baldwin

Your Email:cbaldwi1@highpoint.edu**Are you a Department Chair?**

No

Department Chair Name

Doug Brown

Email address of your Department Chairdbrown@highpoint.edu**By checking below, I certify that my department chair has seen and approved the new course that I am proposing.**

Yes

Please select the appropriate school overseeing this proposal:

Arts & Design

When should this proposal take effect?

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Spring 2027

Information for the Registrar**Choose the department designator from the list below.**

THE

Proposed Course Number?

3150

Is this course cross listed?

No

Does this course replace a current course?

No

What is the title of the new course?

Advanced Theater Practicum

Write the catalog description of your proposed course:

Practical experience at an intermediate level, emphasizing greater responsibility and leadership in areas such as stage management, costume construction, scenery construction, scene painting, lighting crew, props crew, sound crew, running crew, and/or performance for High Point University Theater and Dance productions during the semester.

Students are expected to demonstrate foundational skills while progressing toward advanced techniques, problem-solving, and collaborative leadership appropriate for upper-level coursework.

THE 3150 provides an opportunity for students to demonstrate increased levels of leadership and modeling of professional practice in production work and processes. This course also as a scaffold for THE 4100, Theater Capstone

How many credit hours will this course be?

1

How will the course be graded?

Letter grade

Please select the course repeat option for this course:

Not repeatable for credit

What is the offering cycle for this course?

Yearly

Does your course have any prerequisites?

Yes

A - New Course Proposal V. 7.2022 : Entry # 3620**Please list all prerequisites this course requires:**

Majors only, THE 1100, 2150

Is this new course being proposed because of a new or revised major or minor proposal?

no

Gen Ed and Academic Programs**Is this course part of Gen Ed?**

- No

Does this course count towards a major or a minor?

Yes

Please list the Major / Minor and if it is Required or Elective

Theater Performance/Tech Major/Minor

Is this course part of an academic program?

- This course does not fulfill academic program requirements

Does this course include any community engagement?

No

Does this course participate in the GoGlobal Program?

No

Information for Curriculum Review**Rationale and evidence for new course's consistency with departmental mission:**

As a department we continue to increase rigor and an emphasis on professionalism through our course and production work. Adding THE 3150: Advanced Theater Practicum gives us additional learning outcomes and opportunities for students to demonstrate higher level production skills through rehearsal/performance experiences, design and production work, and to build on the foundations of the performing arts established through out THE 1100 Theater Practicum course work. THE 3150 serve to further prepare students for THE 4100 Capstone work in their senior year.

List all student learning outcomes for this course.

- Apply theoretical production concepts to practical theatre tasks while modeling professional standards and guiding peers through best practices.
- Demonstrate disciplined, professional time management and lead by example in meeting production deadlines and maintaining reliability.
- Exhibit leadership in fostering respect, courtesy, and ethical conduct across the production team, setting a professional tone for collaboration.
- Actively promote and model a collaborative, professional company culture that encourages unity, clear communication, and

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shared responsibility.

- Analyze and articulate how production elements integrate to achieve the artistic vision, presenting insights with professionalism and inspiring others to uphold high standards.

List any units or content areas that will be required for all sections of this course.

Varies by Production Assignment

There are multiple ways in which the student will be able to complete THE 3150

1. Performance in one production and 2hrs/week in a shop
2. Crew on a production and 2hrs/week in a shop
3. 4 hrs/week in a shop
4. Student Leadership Position
5. 3150 Students may be asked to sign up for one Load In and Strike. We will let you know in advance

All THE 3150 students are required to maintain their own hours. All students are required to have a total of 60 hours per semester, total. The area supervisor will sign off on all time sheets. Class attendance is a minimum requirement. If you must be absent, it is your responsibility to let the area supervisor know via email at least two (2) hours prior to your scheduled work time. Failure to notify your supervisor will result in points deducted. It is also your responsibility to include in your absence notification when you will make up the hours missed. An unexcused absence when assigned to a cast or crew will result in automatic dismissal from the production with a no credit grade. Tardiness to a running crew assignment will not be tolerated.

List any assignments, tests, or other assessments that will be required for all sections of this course.

Assignments vary by student/experiential learning opportunities.

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List any readings or other materials that will be required for all sections of this course.

N/A

List any course policies that will be required for all sections of this course.

Important Course Locations

Pauline Theatre: Hayworth Fine Arts Center

Dance Studio: McInnis Building (across from the blackbox theatre)

Costume Shop: 101 McInnis Building (downstairs)

Black Box Theatre: 202 McInnis Building

Scene Shop & Paint: 1030 Mall Loop Road (behind Target, adjacent to Physical Therapy)

Department Handbook

Please see Teams for updated Department of Theater and Dance Handbook.

HPU Scene Shop & Work Call Safety Rules and Guidelines

These guidelines are issued for your safety and the safety of those around you. Strict adherence to safety and attire protocols is required for all shop hours and work calls. If you fail to follow these rules, you will be sent home and receive an absence for the day.

Shop Safety and Attire: Your safety is of the highest concern in this class. The tools and equipment we will work with, if misused, can potentially cause serious injury or death. For these reasons the following rules and regulations will be strictly enforced:

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- Wear closed-toe, low-heel shoes: no open-toed shoes, sandals, flip-flops, high-heels, etc. will be permitted in the shop at any time. Sneakers and tennis shoes are okay.
- No loose-hanging jewelry: this includes necklaces, bracelets, earrings or any other jewelry that could potentially be caught in a tool or moving machinery.
- Long hair must be tied up and away from the face.
- Eye protection must be worn at all times when working with or around any tools: this will be provided for you.
- Wear appropriate clothing: at any time in the shop, we may deal with materials or situations that can dirty your clothes. DO NOT wear clothes that you mind getting dirty! You will not be allowed to go home and change. You will be excused from class and counted absent.
- No iPods, cell phones, headphones, etc.: To maintain a safe environment, you must be aware and able to hear your surroundings. Cell phones must be put away or turned off during class and any music devices must remain in your backpack.
- Medications: It is your responsibility to inform the instructor if you are taking any medications which would impair your ability to operate any machinery or tools or otherwise impair your ability to act in a safe and reasonable manner.
- Do not work alone: While most projects will be completed during class time under supervision, if the need arises to work outside of class, you must work with at least one other person in the shop and an approved supervisor present.

McInnis Dance Studio and The Empty Space Theatre Rules

- NO chewing gum
- Do not bring food and drinks into the studio or theatre (water is ok)
- Never wear street shoes in the studio
- Respect the personal space of others
- Pick up after yourself (personal belongings and trash)
- If you need to use the space you must reserve it

Costume Shop Rules

- Food and drink may not be consumed within the costume shop. You may eat snacks or drink in the kitchen area or outside. This includes water.
- Be respectful of others and the space.
- Be on time and prepared for work.
- There will be a 5-10 minute call at the end of all work periods to remind students to clean up their work space. Projects must be stored neatly in the appropriate bins, notions and materials put back where they came from, and trash/scrap must be removed from all work areas.
- Lockers must be utilized for personal belongings. All personal items must be taken at the end of the day.
- Costumes are not to leave the costume shop/dressing rooms/stage area under any circumstances.
- Costumes should be respected and those we pull from storage will need to be returned to their appropriate places.
- If you are the last to use an iron when the work day is over, please turn it off, close the gravity flow from the water container, and unplug the iron from the wall.
- Shoes must be worn at all times while in the costume shop. We highly recommend a pair of closed-toed shoes for work.

Electrics Shop Rules

- NO FOOD OR DRINKS AROUND LIGHTING AND SOUND CONSOLES!!!!!!!
- CLOSE-TOED SHOES AT ALL TIMES WHEN WORKING ONSTAGE!!
- You may only drive the scissor lift once you have been approved by faculty. Then, you may only drive the lift under the supervision of faculty
- No food or drink onstage (other than water bottles).
- No texting during work calls, unless it is HPU academic related, and has been approved by Jason Irons.
- Use common sense, ask questions, pay attention. Have fun!

Professionalism in the Classroom

Professional Behavior: High Point University students have a responsibility to uphold the University Honor Code, Conduct Code, and all other rules and processes as noted in the Undergraduate Bulletin and the Student Guide to Campus Life. These rules apply to the entirety of the campus, especially in academic spaces (e.g., classrooms, faculty offices). Students should be fully aware of these expectations at all times. Behaviors or methods of communications that hinder an “inclusive environment that encourages the exchange of ideas and the intellectual and creative development of faculty and students” (Mission of the School of

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Arts and Design) will be addressed immediately and tracked via Starfish. The degree of offense could include civility education, withdrawal from the class, or expulsion. The School of Arts and Design partners with the Office of Student Life in dealing with these concerns.

University Honor Code: All classes offered by the School of Arts and Design adhere to the policies and procedures regarding the university's Honor Code found in the High Point University Student Guide to Campus Life. You are responsible for being fully aware of the contents of this document. The professor will discuss the definitions of plagiarism as it relates to this particular course. When in doubt, always ask before submitting an assignment, project, exam, or any other product to be evaluated. Procedures, consequences, etc. may be found in the Student Guide to Campus Life.

1. Upon the first offense, the student will receive a grade of 0 on the assignment with no chance to re-do the assignment. An Honor Code Incident Report will be filed with the office of the Provost / Vice President for Academic Affairs.
2. Upon the second offence (including any other courses outside of your major) the student will automatically fail the class and a grade of FH recorded on the transcript. An Honor code Incident Report will be filed with the office of the Provost. The university has the authority to also suspend the student for the semester. With all second infractions, an educational citation workshop will be mandated.
3. For additional information on 3rd infractions, refer to the High Point University Student Guide to Campus Life.

Intellectual Property: Please note that all materials distributed in this course are the intellectual property of the professor. This includes exams, study guides, presentations, handouts, and assignment/project instructions. These materials are meant solely for the use of the students in this classroom. The posting or sharing of these materials is prohibited and considered a violation of the Honor Code.

Course Evaluations: All students are expected to complete course evaluations in the week preceding final exams. These evaluations, which are delivered online, are an important part of HPUs assessment program. They help faculty identify areas that need improvement and confirm to faculty what is working well. Your cooperation in completing them is greatly appreciated. You will receive information from the Office of Institutional Research and Assessment near the end of the semester regarding the process of completing online evaluations.

Commitment to Diversity, Equity, & Inclusion: High Point University considers a strong commitment to diversity, equity, and inclusion as a core component of our mission and an essential ingredient to a holistic education in the liberal arts tradition. A liberal arts education develops critical thinkers, moving students from a fixed-mindset to a growth-mindset. This approach to learning prepares students for reflective action in an interdependent and diverse world. We not only understand and respect the unique talents and perspectives of all individuals, but we also embrace and utilize their contributions. Our breadth of inclusiveness creates a path by which all individuals can achieve their highest potential in an increasingly complex and pluralistic society.

We welcome and respect all students, faculty, and staff of all races, ethnicities, religions, genders, sexual orientations, sexual identities and gender expressions, abilities, classes, ages, and political ideas. We recognize that diversity also includes a range of geographic locations, communication styles, family makeup, educational background, military service, and other unique life experiences. To encourage diversity and inclusion we endorse dynamic curricula and research agendas—through the university's core education as well as all fields of study, programming, and community engagement—that include a multiplicity of views and perspectives.

Diversity, equity, and inclusion are not merely moral imperatives or societal goals, they can be a competitive advantage. Our continued success as a university rest in our collective ability to embrace a multitude of opinions, ideas, and beliefs so that we can effectively educate the next generation of leaders who are culturally responsive, knowledgeable, and globally engaged. Our commitment to diversity, equity, and inclusion cultivates students' desire for citizenship in complex global communities.

Emotional Support Animals: Only service animals are permitted in academic spaces. ESA's must be kept in the student's residence and outside only to exercise and relieve themselves. ESA's in training are also not permitted in spaces outside the owner's residence hall. Note that ESA's cannot be allowed in our Printmaking studio. We use toxic materials that spill on the floor and that would be very harmful for your dog.

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Resources

Starfish: High Point University cares about your success! This course is part of a HPU initiative that utilizes Starfish Connect, a communication tool for students and faculty. Through Starfish, instructors, coaches, and advisors provide feedback to you about course progress by emailing you about your academic performance. The emails are designed to be helpful by identifying strategies that increase your success in courses. Be sure to open any emails you receive and follow the recommendations. Your instructor, coach, or advisor may also recommend that you contact a specific campus resource, such as the Learning Lab or Counseling Center. If an instructor makes a referral, you may also be contacted directly by this campus service as a follow-up. Starfish also allows you to schedule appointments with various offices and individuals across campus and request help on a variety of topics.

Students with Disabilities: High Point University is committed to ensuring all students have equal access to all services and benefits at High Point University. If you are a student with a disability and require academic accommodations due to a diagnosed disability, you must register with the Office of Accessibility Resources and Services (OARS) and submit the appropriate documentation. Requests for accommodations should be made at the beginning of a course. Accommodations are not retroactive. Contact us at oars@highpoint.edu or by telephone at 336-841-9026, for additional information. The Office of Accessibility Resource and Services is located on the 4th Floor of Smith Library. Please note that accommodations are not retroactive.

HPU Writing Center: The Writing Center provides writing assistance for students at any level of study – from freshman to graduate – at any stage in the writing process, from invention through revision. Visit <http://www.highpoint.edu/academicservices/writing-center/> to learn more. Go to <https://highpoint.mywonline.com/> to make an appointment. Appointments can only be made through the online portal. Writing Center tutors do not proofread or edit students' papers for them, but they do work with students to help them develop strategies for improving their writing in light of their respective assignments, instructors, and writing styles. For more information, contact Writing Center Director, Dr. Justin Cook at jcook3@highpoint.edu or (336) 841-2841

TITLE IX: As a faculty member, I support a safe, violence-free campus. If you or someone you know experiences stalking, intimate partner violence, sexual assault, or sex/gender-based discrimination please know, you are not alone. There are resources that can help:

Title IX Coordinator

<http://www.highpoint.edu/title-ix/>

336-841-9138

You can also report using the online complaint form.

https://cm.maxient.com/reportingform.php?HighPointUniv&layout_id=20

Confidential

The Office of Counseling Services

<http://www.highpoint.edu/counseling/>

Business Hours: 336-888-6352

After Hours: 336-841-9 111 (Referred by Security)

Counseling Services: Students may sometimes experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, substance use concerns, feeling down, or loss of motivation.

Counseling Services is here to help year-round with these or other concerns you may experience. These services are covered in your student fees and are confidential. You may reach Counseling Services by calling 336-888-6352 or check out their website at www.highpoint.edu/counseling. Office hours are Monday-Friday from 8:30-5:00. Follow them on Instagram (@pantherprevention).

If you would like to specify how requirements for contact hours must be met for all sections of this course, please indicate below. (e.g., if any experiential learning activities will replace seat time)

Methodology

Practical, hands-on experience of production and performance practices.

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Complete the semester's assignment in a specified area of theater production work.

Attitude, attire, productivity, growth, and attendance will all play a role in determining your grade for this course. Locations and meeting times will vary depending on your specific area assignment for the class.

There are multiple ways in which the student will be able to complete THE 3150

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Is there anything else the reviewing parties should know about this new course proposal that hasn't been addressed?

This course follows the course expectations laid out in our existing THE 1100 course and proposed THE 2150 course with more advanced student learning outcomes emphasizing leadership and modeling of professional practices in the live and performing arts.

Sample Syllabus

- [THE-3100-Proposal-REVISED-DRAFT.docx](#)