

Instructor: Veronica Santoyo  
Email: vgsantoyo@bsu.edu  
Office: WQ 117  
Office Hours: M/W 11-12:30 or by appointment

## SYLLABUS – THEA 280 & 280A – Theatre and Dance Practicum

---

Department of Theatre and Dance  
Spring 2026  
Hours vary per assignment

This **Theatre and Dance Practicum** is a course focused on experiential learning in the areas of research, performance, stage management, scenic, props, and costume preparation, run crews, and other theatrical disciplines.

### **Course Goals**

1. To acquire knowledge and skills in areas of theatre and dance which might be new to the student, and/or to gain new skills in familiar areas.
2. To develop an understanding of the collaborative nature of the theatre and dance art forms.
3. To gain an appreciation for ALL areas of theatre and dance and how essential each is to the production process.
4. THEA 280 is an experiential learning course. What you put into the course will be directly proportional to what you get out of it. Different productions and departmental practicum assignments have different demands and time commitments. By applying yourself to the specific needs of your assignment, you will be able to reap the full benefit of what you can learn from that experience.

### **Required Texts and Course Supplies**

1. *Balls Balls Balls* script, by Alice Tuan
2. There is no computer required for this class. However, you will be required to go online to complete assignments and to create a profile on Virtual Callboard (VCB). You will need to be able to regularly check VCB as well.
3. If you end up with a crew assignment as your practicum you will be required to wear black clothing (t-shirt or long-sleeved shirt without logos, long pants or leggings, no tights, skirts or shorts) and closed-toed shoes during dress rehearsals and performances. We strongly recommend having a few sets of backstage blacks as the dress rehearsals / performance period lasts a couple of weeks.

### **Statement of safety and well-being**

- Some of the plays/musicals/dance pieces produced by the Department of Theatre and Dance include content that can be triggering. Your consent and mental/emotional well-being are paramount. We recognize and respect your right to decline participation in specific productions, especially in cases of recent / short-term trauma, and you are not obligated to disclose the reason for declining. That said, you must inform us in a timely manner that you choose not to participate. If you do decline to participate in a specific production, you will be swapped to a different assignment. You must notify us of your desire to not participate in a specific production within the first two weeks of classes, otherwise we may not be able to swap you onto a different production.
- Some of the practicum positions involved with this class involve close physical proximity and, in some cases, actual touching of/contact with another student (wardrobe or hair/makeup, for example). Your consent and mental/emotional well-being are paramount. We recognize and respect your right to decline participation in

Instructor: Veronica Santoyo  
Email: vgsantoyo@bsu.edu  
Office: WQ 117  
Office Hours: M/W 11-12:30 or by appointment

specific productions, and you are not obligated to disclose the reason for declining. If you do decline to participate in a specific production, you will be swapped to a different assignment. Again, you must notify us of your desire to not participate in a specific production within the first two weeks of classes, otherwise we may not be able to swap you onto a different production.

- **Additionally, you have chosen a major (and a career) that will require your involvement with a wide range of written/spoken material - some of which you may find uncomfortable. There is a difference between discomfort and danger and it is important for you to be able to identify which is which. Your college years are a good time to work on your capacity to successfully navigate potentially difficult material as you prepare for your career.**

### **Attendance**

1. Each student is assigned to a practicum position for the semester with its own unique schedule. Students are expected to be punctual to all work calls, rehearsals, meetings, performances, and other scheduled obligations. Tardiness and absences will result in reduction of grade.
2. The department of theatre and dance maintains that class attendance is vital for success. This is an experiential learning course. If you are not there to participate, it is very difficult to “make up” your missed work. Therefore, if you must be absent during your scheduled practicum and do not make previous arrangements with the instructor, it will directly impact your grade.
3. Chronic lateness is not permitted.
4. Excused absences are permitted for the following: religious holiday, death in the family (number of days per University handbook), pregnancy, jury duty, active military duty, and an extended and medically documented absence related to illness or health issues (mono, broken leg, pneumonia, etc.).
5. **Colds, flu bugs, and other common illness issues are NOT excused.** Rather, if you miss a call, it will be counted as one of your allotted absences.
6. In the interest of avoiding scheduling challenges, practicum positions are assigned **with consideration given to the conflicts you submit**. We ask that any additional conflicts are shared as soon as conflicts are known, so that we can reduce the amount of switching practicum positions during the semester.

### **University COVID policy**

Please visit [this webpage](#) for all student responsibility protocols.

### **Accommodations**

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's [Disability Services](#) office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu).

If you are experiencing mental health concerns, [telehealth services are available](#).

Instructor: Veronica Santoyo  
Email: vgsantoyo@bsu.edu  
Office: WQ 117  
Office Hours: M/W 11-12:30 or by appointment

### **Resources**

1. Your instructor(s), as well as the faculty and staff overseeing your practicum position are here to help you gain knowledge, skills, and understanding of the educational and professional theatre and dance world. Do not hesitate to schedule an office hour with any of us to discuss questions or interests you have.
2. Take advantage of work groups that include sophomores, juniors, and seniors. Just like you, they took practicum and can share what they gained during the class.

### **Grading Breakdown**

Each assignment will have its own requirements and will be shared throughout your individual process. Be sure to read the assignment details and then reach out to one of the instructors with any questions you have.

Absences, lateness, effort put forth in all assignments and responsibilities, and participation/commitment during your practicum assignment will affect your final grade in the course.

### **Academic Dishonesty**

This course will follow all Ball State University Academic Integrity and Dishonesty Policies.  
<http://cms.bsu.edu/about/administrativeoffices/studentrights>

Academic dishonesty includes the use of ChatGPT or other ai bots to produce your written materials.

Violations will result in a failing course grade.