Welcome to the Live Entertainment Technology Workforce Program at Lone Star College-Montgomery!

We pride ourselves on offering high quality courses and up-to-date inventory, all at a fraction of the cost of four-year colleges and universities. Whether you are pursuing a degree in Live Entertainment Technology or are simply enrolled in one of our course offerings, this handbook is designed to help you plan for success in the LET classes. Send us an email or talk to us during our office hours when you have a question or when something comes up. Our goal is your goal, and together we can make it happen!

Fall 2022 Welcome Back Meeting
Friday, September 2\textsuperscript{nd} | 3:00PM | LET 101 (LET Lab)

Join us at the end of the first week of classes to meet all your classmates and hear about the upcoming academic year. You will meet the faculty & staff and have an opportunity to celebrate and congratulate award winning LET students!
Faculty & Staff

Katie Gruenhagen  
Program Director  
Associate Professor of Live Production  
Office A200J - 936.273.7421  
Katie.Gruenhagen@lonestar.edu

Alexandra Hooper  
Assistant Professor of Live Production  
Office A200L - 936.273.7297  
Alexandra.Hooper@lonestar.edu

Taylor Romaguera  
Associate Professor of Video Production  
Office A200K - 936.271.6043  
Taylor.C.Romaguera@lonestar.edu

Part-Time Skills Instructor – To Be Hired Fall 2022!

Office Hours

Instructor’s office hours are dedicated to assisting students and will be the best time to schedule meetings for coursework help, advisement, and receiving Program information. Schedule a time to meet so they can prepare anything that may be helpful, such as advising notes or assignment grades.

Contacting Your Instructors

The instructor will explain the best way to reach them throughout the semester. Typically, email will be the quickest way to contact your instructor. In your email, do not forget to include your name and what class you are in!

Division Dean
David Benzel  
Office F253 - 936.273.7092  
David.P.Benzel@lonestar.edu

Professional Email Etiquette

Provide a clear and simple subject line. The subject line is the first part seen by your recipient. Address your recipient formally (“Dear Professor…” “Hello Mr./Ms…” “Good afternoon…”). Structure your message clearly. Include your full name, course title you are in or asking about. Read the email to make sure your message is clear and concise. Providing your recipient with all information regarding the subject will cut down on the number of correspondences, providing results sooner. Provide a call to action at the end. Meaning, your recipient understands what you want/need them to do next. And remember, emails are not text messages! They are formally documented communication and can be used for future needs.
Important Information for New Students

Associate of Applied Sciences in Live Entertainment Technology (LET)

LET Majors should plan to make an advising appointment with an LET faculty member early in the semester to talk about courses required for the A.A.S degree.

The LET Workforce Program has two different tracks you can pursue. Each track has different required courses, which can be found in the Curriculum Plan on the following pages. **Remember to register for classes early! Our classes fill up quickly.**

**Live Production Track:** Students learn the fundamental knowledge, skills, and abilities to design, maintain, and operate audio/visual/lighting systems working in places such as theatres, performing arts complexes, entertainment venues, auditoriums, trade shows or corporations.

**Video Production Track:** Video and film play a vital role in Live Entertainment. The Video Production Track will provide students with knowledge and experience in the world of video with integration into live entertainment productions. From working behind the camera and editing video content, this track prepares students for all aspects of video production.

**Required Materials**

All LET students should come to labs prepared with a 6”+ crescent wrench, tool leash to clip wrench to a belt loop, and close-toed shoes. All LET Majors should expect to purchase these items in future LET courses: good quality headphones with ¼” adapter, hard hat, USB memory drive (with USBC adapter), and SD cards for Video courses.

**Course Labs & Hands-On Instruction**

Careers in the live entertainment technology industry often require physically laborious activities, especially at the beginning. Duties include: lift, carry, push 50+ pounds; working at heights in Genie lifts, catwalks, and ladders; standing for long durations and walking long distances and up heights; drafts—people and video editors spend long hours sitting at desks on computers.

**Ideal LET Student Qualities**

Creative, self-sufficient, and able to adapt quickly and independently to an ever-changing environment.

**Examples of Entry Level Positions in the Live Entertainment Technology Industry**

**Live Production**
Stagehands (union or non-union), set construction, electrician-lighting, A2-audio, projections tech-video, assistant stage managers, assistant production managers.

**Video Production**
production crew, camera assistant, grip, gaffer, production assistant, production manager, crew (union/non-union), production office, live camera op, camera tech.

Curriculum Plan - LIVE PRODUCTION TRACK
## Live Production Track

### Level 1 Certificate
Total Credit Hours: 30

**First Semester (15 Credit Hours)**
- **Fall / Spring**
  - AVTS 1371 Introduction to Live Entertainment Technology
- **Fall / Spring**
  - AVTS 1370 Fundamentals of Design for Entertainment Technology
- **Fall**
  - AVTS 2375 Lighting for Entertainment Technology
    *(Co-requisite: AVTS 1371)*
- **Fall / Spring / Sum**
  - DRAM 1330 Stagecraft
- **Fall / Spring / Sum**
  - EDUC 1300 Learning Framework: 1st Year Experience

**Second Semester (15 Credit Hours)**
- **Spring**
  - AVTS 1373 Video for Live Entertainment Technology
    *(Prerequisite: AVTS 1371)*
- **Spring**
  - AVTS 1374 Drafting for Live Entertainment Technology
- **Spring / Summer**
  - AVTS 1376 Media Design for Entertainment Technology
- **Spring**
  - AVTS 2374 Audio for Live Entertainment Technology
    *(Prerequisite: AVTS 1371)*
- **Spring**
  - AVTS 2371 Live Entertainment Technology Troubleshooting
    *(Prerequisite: AVTS 1371 with a minimum grade of C)*

### Level 2 Certificate
Total Credit Hours: 44

*Prerequisite: Completion of Level 1 Certificate*

**Third Semester (14 Credit Hours)**
- **Fall**
  - AVTS 1271 Project Management for Entertainment Technology
    *(Prerequisite: Completed Live Entertainment Technology, Level 1 Certificate)*
- **Fall / Spring / Sum**
  - AVTS 1372 Live Entertainment Technology Cooperative Education (Internship)
    *(Prerequisite: Completed Live Entertainment Technology, Level 1 Certificate OR Completed Video Production for Live Entertainment Technology, Level 1 Certificate.)*
- **Fall**
  - AVTS 1375 Rigging and Electricity for LET
    *(Prerequisite: Completed Live Entertainment Technology, Level 1 Certificate)*
- **Fall**
  - AVTS 2372 Professional Development in Live Production
    *(Prerequisite: Completed Live Entertainment Technology, Level 1 Certificate)*
- **Fall / Spring / Sum**
  - DRAM 2331 Stagecraft II

### Live Entertainment Technology, AAS Degree
Total Credit Hours: 60

**Fourth Semester (16 Credit Hours)**
- **Fall / Spring / Sum**
  - ENGL 1301 Composition and Rhetoric
- **Fall / Spring / Sum**
  - MATH 1314 College Algebra OR 1332 Mathematics for Liberal Arts
- **Fall / Spring / Sum**
  - PHED 1164 Introduction to Physical Fitness & Wellness
- **Fall / Spring / Sum**
  - SOCI 1301 Principles of Sociology
- **Fall / Spring / Sum**
  - DRAM 2366 Film Appreciation
- **Fall / Spring / Sum**
  - AVTS 2373 Advanced Live Entertainment Technology Cooperative Education (Internship) *
    *(Prerequisite: Completed Live Entertainment Technology, Level 1 Certificate and Level 2 Certificate.)*

*Program Capstone

**Advising Notes**
- AVTS 1372 and AVTS 2373 "Cooperative Education" courses are internships working in the industry.
- It is recommended to begin the Program in the Fall semester.
# Video Production Track

## Level 1 Certificate

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*Program Capstone

**Advising Notes**

- AVTS 1372 "Cooperative Education" is an internship working in the industry.
- It is recommended to begin the Program in the Fall semester.
Classroom Expectations

Professional Etiquette

As a working technician it is important to follow basic professional etiquette. Professional etiquette is grounded on the ethics of respect for individuals and a display of courteous behavior. Professional etiquette can have a long-lasting and far-reaching impact on your professional life.

- Be considerate of others who may be using public spaces, including our lab spaces.
- Equipment is carefully selected and arranged to communicate a professional, welcoming environment for all users. If you need to move any equipment, please contact a faculty or staff member to approve and assist with the move.
- Please use equipment for its purpose. Do not stand on tables or sit on arms or backs of chairs, speakers, or consoles.
- The Lone Star College Catalog [Student Conduct, Section 562.01d] states, “Disruptive activity that hinders other students’ learning or deters an instructor from effective teaching will not be tolerated under any circumstances.” Failure to adhere to basic classroom conduct will result in you being removed from the day’s class.

Course Syllabus

Please reference your course syllabus for all important course related questions. Information like instructor’s office hours, course calendar, course rules and conduct, assignments, and due dates can all be found on the syllabus.

LET Lab Spaces

LET 101 - Computer Lab
LET 103 - Video Studio
LET 106 - LET Lab

All spaces have a strict no food and no beverage rule. Water is allowed in a bottle with a tight lid.

Additional work time for class projects will be offered on Friday’s 12:00-3:00pm, unless otherwise informed. It is not guaranteed that your instructor will be there at this time.

Please see following page concerning the LET OSHA Compliance Practices for our spaces.
OSHA Compliance

All students and employees of LSC must comply with the following OSHA regulations, requirements, and standards at all times.

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to ensure safe and healthful working conditions for workers by setting and enforcing standards and by providing training, outreach, education and assistance.

Personal Protective Equipment (PPE) *(OSHA CFR 1910)*

- All personal protective equipment shall be of safe design and construction for the work to be performed. 1910.132(c)
- Eye, face and ear protection must be used. 1910.133
- Head protection must be used. All personnel must comply with designated “HARD HAT ZONES”. 1910.135
- Foot protection must be used. 1910.136
- Hand protection must be used. 1910.138
- Personal fall protections must be used. 1910.140
- Defective or damaged personal protective equipment shall not be used. 1910.132(e)

Walking and Working Surfaces *(OSHA 1910 Subpart D)*

- All places of employment, passageways, storerooms, service rooms and walking and working surfaces are kept in a clean, orderly condition. 1910.22(a)(2)
- All walking and working surfaces are kept free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow and ice. 1910.22(a)(3)
- Access to egress. Everyone is always provided with clear and safe access to egress. 1910.22(c)
- Spilled materials must be cleaned up immediately. 1910.22(a)(2)/(a)(3)
- Everyone is required to face the ladder when climbing in either direction. 1910.23(b)(11)
- Three points of contact must be maintained when climbing a ladder. 1910.23(b)(12)

Peer-Keeping and Communication

- All individuals are responsible for maintaining a safe working environment. This includes communicating unsafe practices.
  - Peer-Keeping:
    1. Observe (don’t startle)
    2. Comment (positively)
    3. Suggest a safer process/practice
## Fall Semester 2022

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Registration Begins for Fall 2022</td>
<td>April 8</td>
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<tr>
<td>Payment Due</td>
<td>August 20</td>
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<tr>
<td>Faculty Return</td>
<td>August 22</td>
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<tr>
<td>Classes Begin</td>
<td>August 29</td>
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<tr>
<td>Friday, Saturday &amp; Sunday Classes Begin</td>
<td>September 9, 10, 11</td>
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<tr>
<td>Labor Day Holiday <em>(Offices Closed)</em></td>
<td>September 3-5</td>
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<tr>
<td>Last day of 8-Week Term 1</td>
<td>October 19</td>
</tr>
<tr>
<td>8-Week Term 2 classes begin</td>
<td>October 26</td>
</tr>
<tr>
<td>Thanksgiving Holiday <em>(Offices Closed)</em></td>
<td>November 23-27</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 12-18</td>
</tr>
<tr>
<td>Winter Holidays</td>
<td>December 22-January 4</td>
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## Spring Semester 2023

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Registration Begins for Winter Mini-semester and Spring 2023</td>
<td>October 10</td>
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<tr>
<td>Payment Due for Winter Mini-semester</td>
<td>December 9</td>
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<tr>
<td>Winter Mini-semester begins</td>
<td>December 19</td>
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<tr>
<td>Payment Due for Spring 2023</td>
<td>January 7</td>
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<tr>
<td>3-week Winter Mini-semester ends</td>
<td>January 8</td>
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<tr>
<td>4-week Winter Mini-semester ends</td>
<td>January 15</td>
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<tr>
<td>Martin Luther King Jr. Holiday <em>(Offices Closed)</em></td>
<td>January 16</td>
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<tr>
<td>Classes Begin</td>
<td>January 17</td>
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<tr>
<td>Friday, Saturday &amp; Sunday classes begin</td>
<td>January 20, 21, 22</td>
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<tr>
<td>8 week term 1 classes end</td>
<td>March 8</td>
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<tr>
<td>Spring Break <em>(Offices Closed)</em></td>
<td>March 13-19</td>
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<tr>
<td>8 week term 2 classes begin</td>
<td>March 22</td>
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<tr>
<td>Spring Holiday <em>(Offices Closed)</em></td>
<td>April 7-9</td>
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<tr>
<td>Final Exams</td>
<td>May 8-14</td>
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<tr>
<td>End of Semester</td>
<td>May 14</td>
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<tr>
<td>Memorial Day Holiday <em>(Offices Closed)</em></td>
<td>May 27-29</td>
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*Please refer to the course syllabus for specific "W" and "Official Day" dates on classes with different dates.

**For students enrolled in Face-to-Face and Hybrid courses, your instructor will contact you directly to discuss relevant dates and procedures.
LSC Student Resources

LSC Academic Advising
“To view suggested classes for your major and register, sign into my.LoneStar.edu, click on the “Student” tile and then on the ‘Manage Classes’ tile. While in your myLoneStar account you can find helpful “How-To” Documents and Forms on searching for classes, Program Enrollment, and more. Just click “Links” and click on ‘Quicklinks.’”

Webpage: https://www.lonestar.edu/advising.htm

LET instructors will be the best place to start for Program advising questions. You may also contact the LET Workforce Part-Time Advisor, Brittany Hartwig via email at brittany.hartwig@lonestar.edu

Counseling Services
“Change, stress, and personal growth are all elements of the college experience. LSC counselors are skilled professionals committed to assisting you in meeting your academic, career and personal goals. Counselors are available to meet with students to help identify, discuss, and address concerns that may be interfering with students’ goals. Students often seek help for a variety of concerns including—but not limited to—stress, anxiety, depression, crisis, self-esteem, time management, and career exploration. If you feel you could benefit from our services, please connect with one of us to schedule an appointment. We are happy to help!”

Webpage: https://www.lonestar.edu/montgomery-counseling.htm

Accessibility Services and Resources (formerly Disabilities Services)
“Accessibility Services and Resources is responsible for collaborating with members of the Lone Star College to proactively create usable, equitable, and inclusive working and learning environments for the College’s community. The department provides strategy, initiatives, and programs for ensuring compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) and the revisions under the Americans with Disabilities Act.”

Webpage: https://www.lonestar.edu/accessibility-services-resources.htm

LSC TechConnect
“The Lone Star College TechConnect program offers digital resources such as computers available for long-term checkout, software and training on how to use the equipment— all as a benefit of being a student at LSC!” HP Laptops, Apple iPads now available for long-term rentals! LSC Students also have access to FREE software you can download to your own personal devices.

Webpage: https://www.lonestar.edu/techconnect

LSC Academic Catalogue
2022-2023 Academic Catalogue
Webpage: https://www.lonestar.edu/catalog/#/home