

# SELF PRODUCING FOR DIRECTORS

## Class Policies & Procedures

Summer 2026

### **I. REGISTRATION, TUITION, & PAYMENTS**

1. Standard tuition is \$400 and can be paid in a single payment or two installments of \$200.
2. If you choose to pay in installments, your final payment is due no later than the start of the first scheduled class on Monday, July 13, 2026. Unless other arrangements have been made, you will not be able to attend class until your balance is paid in full.
3. An Early Bird registration discount of \$50 is offered between June 1, 2026, and June 22, 2026.
4. Seats are held for 24 hours after form submission and will be released if payment is not promptly received.
5. Zelle is the preferred payment method and is free to use through participating banks.
6. Credit and debit cards are accepted via PayPal and are subject to a 4% processing fee, as outlined below.
  - Early Bird – \$364 (\$14 fee)
  - Early Bird payment plan – Two (2) installments of \$182 (\$7 fee)
  - Payment in full - \$416 (\$16 fee)
  - Payment plan – Two (2) installments of \$208 (\$8 fee)

### **II. CLASS REFUND POLICY**

1. All refunds are issued in accordance with this policy. No exceptions will be granted.
2. Refund requests must be made via email to [josh@jbtheatricals.com](mailto:josh@jbtheatricals.com).
3. Tuition is fully refundable within the first 24 hours of enrollment. The cut-off time for a full refund will be determined by the time listed on your confirmation email. No cancellation fee is applied.
4. Registrations canceled after the initial 24 hours but no later than Monday, July 6, 2026 will receive a 50% refund of all tuition paid to date. A cancellation fee of \$50 will apply if tuition has been paid in full, or \$25 for payment installments.
5. No refunds are issued after Monday, July 6, 2026 except for new registrations, which are eligible for a full refund if cancelled within 24 hours.
6. Credit card processing fees are non-refundable.
7. With the instructor's permission, non-refundable registrations can be transferred. You can sell it or gift it, but you are responsible for seeking approval and coordinating the transfer. Transfers must be finalized before the first class meeting. No transfers are permitted after class has started.

### **III. CLASS EXPECTATIONS & REQUIREMENTS**

1. Everyone is expected to attend class prepared to discuss, interact, and respond.
2. Please keep your camera on during class.
3. Please contact the instructor if you are running late or can't make it.
4. To fully engage with the course, all readings and assignments should be completed by their due dates.
5. The class syllabus outlines requirements, deadlines, and other pertinent information about the course. It's expected that students will read the syllabus in full and will promptly contact the instructor with any questions or concerns. Unless otherwise discussed, all deadlines listed in the syllabus are final.
6. Approximately 2 hours per week should be dedicated to outside assignments, non-inclusive of time spent preparing the final project.
7. Please ensure your computer or device can handle a three-hour Zoom meeting each week. Give yourself time to install all required updates and perform troubleshooting before class meetings begin.

### **IV. PROFESSIONAL CONDUCT & ZERO TOLERANCE POLICY**

You are expected to conduct yourself in a respectful and professional manner at all times. There is zero tolerance for racism, homophobia, transphobia, bullying, threats, harassment of any type, discriminatory

or hateful language, or any other disruptive behavior that offends, endangers, or harms the instructor or other class participants. Such behavior will result in your immediate removal from the course.

**V. INTELLECTUAL PROPERTY, RECORDING, & ACCESS**

1. The Production Toolkit is the intellectual property of the instructor. Enrollment in the course gives you the free and unfettered right to use these materials in perpetuity for personal and professional purposes. Resale or unauthorized redistribution is prohibited.
2. Each class will be recorded for your review only. Links to recordings will be provided after each class session and will remain active until 30 days after the last class meeting. You have unlimited access to these recordings as long as the links remain active. You may not download or share these recordings with non-course participants, nor are you permitted to record the class on your own devices.

**VI. POLICY ON GENERATIVE ARTIFICIAL INTELLIGENCE**

The use of generative AI beyond spelling/grammar checking is not permitted. The purpose of this course is to train you to think like a producer. Outsourcing your thinking to an AI platform shortchanges your learning experience and does little to prepare you for the rigors of producing a show in the real world. Reasonable debate can be had over the ethics of AI in the arts and creative industries, and the decision to prohibit AI is solely due to the course's educational objectives and is not a statement of support or opposition to that question.

**VII. INSTRUCTOR'S DUTIES & RESPONSIBILITIES TO YOU**

1. I will facilitate a respectful learning environment where students feel safe to engage and collaborate.
2. I will provide all students with course materials as outlined in the syllabus and course agreement.
3. You will receive clear, detailed instructions for all projects and assignments, along with clarification on any areas of confusion as needed.
4. You will receive meaningful feedback and constructive critique designed to maximize your learning experience and prepare you for real-world action.
5. In the rare event that a class is canceled, I will schedule a makeup class or alternate the class schedule to ensure all material is reviewed.
6. Each student is guaranteed 20 minutes of one-on-one meeting time to address questions and concerns about their final project. Please refer to the syllabus for instructions on scheduling a meeting.

**VIII. LEGAL DISCLAIMERS**

1. I am not a lawyer. All advice, instruction, and information I provide is based on my personal experience, training, research, and educational background. Nothing said, read, or discussed should be considered an alternative to seeking advice from a licensed attorney or for researching the specific laws, regulations, and requirements of your specific jurisdiction.

Your signature affirms you have read this *Class Policies & Procedures* document in full and agree to all its terms and conditions. Your registration and class attendance further affirm your agreement to these terms.

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**Student Name**

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**Student Signature**