Theatre Stagecraft
THEA 2370.001 Fall 2013
Meets in CA 225
Tues, Thurs 12:30 – 1:45
Lab Hours Fri 2-6 (other hours must be arranged)
Office hours M-F 10-11 and by appointment
Professor Philip Johnson email: Philip.Johnson@tamucc.edu
825-2361 / BAY HALL 321

This syllabus is intended to fulfill the requirements for posting syllabi for the State of Texas, Texas A & M University - Corpus Christi, and College of Liberal Arts. The instructor reserves the right to make changes and adjustments to the syllabi prior to the beginning of class and during the semester. Any and all changes will be presented in class. Students will be given ample notice of any changes in order to adjust their schedules and activities to meet the requirements. Any special consideration or concerns should be addressed to the instructor.

Course Description
THEA 2370 – Theatre Stagecraft is a course designed to familiarize the student with the craft of making theatre. Included in this course will be the study and application of terminology, theory and practice used in the theatrical and entertainment industries.

The course will focus on these areas:
shop safety and tool use
  Safety orientation covering shop rules and procedures
  Training and sign off for all tools used in the shop and stage
application of class lectures and demonstrations
  techniques to be used for theatre department productions
  demonstration of knowledge in practical skills tests
  work experience in theatre scene shop, work calls and strikes
application of computer technology
  Use of drafting program Vectorworks to do all drafting projects
  Use of lighting program Wysiwyg to do light plots and simulations
  Use of sound programs such as Q-lab, I-tunes and other programs
  integration of computer technology into theatre productions
drafting and paperwork of the theatre
  drafting of floor plans, elevations, light plots, construction drawings, etc
  paperwork such as prop lists, instrument schedules, cut sheets, etc
final project of an actual production
  student will do all drafting and paperwork
  build a color scale model or create a color rendering
  create several lighting looks and a light plot
  create a sound cue sheet and sound effect cue
  create a prop list and design a special prop project
Credit is based upon Projects, Participation in theatre activities including productions, Attendance in Class, Crew work, Labs, Work calls, and Strikes. Included on this syllabus is a calendar of assignments to allow for schedule adjustments.

**Student Learning Outcomes**

1. Students will demonstrate knowledge of stage terminology and provide proper definitions and their applications
2. Students will demonstrate proper safety techniques for theatre productions.
3. Students will take the university safety exam on sail and pass with a perfect score
4. Students will demonstrate stagecraft as it pertains to theatre production, apply its principles and practices and demonstrate them successfully
5. Students will rotate through the various positions of theatre production assignments and teams to better understand the process each theatre artist accesses in the design process.
6. Students will create appropriate paperwork to document their understanding of stagecraft and its role in the theatre production process
7. Students will utilize the computer programs Vectorworks and Wysiwyg to create paperwork and implement their designs and integrate them into productions

**Textbooks**

*Theatrical Design and Production*, J. Michael Gillette


...can serve as a substitute however you will be responsible for material not covered in this text.

**Required items required for class include the following:**

1. USB Flash Drive  (be aware of proper use and backup all computer work)
2. Art Materials including: pencils, drawing pad, model building supplies
3. Shop safety equipment including: safety glasses, tape measure, pencils,
4. Folder or binder to keep class materials and brought to class every day.
5. Ink and paper for your printer or money on sand dollar card to buy printer access

**Grading & Projects**

**Project Descriptions**

Final project proposal and analysis  (handed out first week of class)  50 pts
the final project is to do the paperwork for a stage production. It includes the selection and analysis of a script for the final project and includes the analysis and description of the requirements and the layout of the plan for realizing the design. Due by day of final

1. Student Binder Worksheets & in-class assignments/ exercises  100 pts
Written work sheets from the lecture/demonstration will have a handout to be completed and turned in at the end of the semester. Students must keep a folder and bring it to class each class meeting  Due Dec 10, 2103
2. Shop safety sheet and time sheet  50 pts
Sheet at the end of this syllabus includes a safety sign off and time sheet. This sheet is to be kept in the shop binder. All students must have a shop assistant or faculty verify the time worked and sign off on this sheet, time sheet completed with all hours by Dec 10, 2013

3. Tool Quiz  50 pts
a list of tools in the shop and an indication you have received an explanation or training on the proper use of the tool and how to safely operate it. Kept with the shop safety sheet in the shop binder. Students must have the individual tools signed and dated before they will be allowed to operate equipment.
   Sept 24

4. Scavenger Hunt Work Sheet  50 pts
A list of items to be priced from Home Depot. Used during the field trip to Home Depot. To be filled out and used for the cost estimate of materials for all drawings and plans. To be kept in students personal binder. Must be signed off at end of Home Depot field trip Sept 19

5. Materials Work Sheet  50 pts
A list of all the materials used in the shop and what they are used for. This sheet will be kept in the shop binder as well. Sept 24

6. Drafting Conventions  50 pts
Practical project using the proper theatre drafting conventions used to create scenery and paperwork for theatre designs.

   Due in class Sept 26

7. Deck & Platform Assignment  25 pts
Project to design platforms for a set design. Students will design the platform or decking system to be utilized for a specific set design and do a cost estimate.
   Due Oct 3

8. Flat Project  25 pts
Project to design the flats for a set design. Students will create the elevations or front view of the flats and do working drawings or plans and a cost estimate.
   Due Oct 3

9. Ground plan  25 pts
Students will draft an overhead view or floor plan using the program vectorworks, using proper conventions and theatre practice in their scaled drawing.

10. Prop project  50 pts
Practical project of the listing of props used for an actual stage production. Students will compile a list from an actual script and do a working drawing for one of the major props. Due in class Oct 31
11. Elevations  
   25pts  
Students will draft a frontal view of all scenic elements in scale and also create plans for each element as well Due by Oct 21

12. Rigging Project  
   practical project on knots and rigging terminology.  
   50 pts  
   Due in class Nov 7

13. Detail drawings  
   50 pts  
Students will draft any specific details on how to build each scenic element from the final project Dec 10

14. Lighting and paperwork  
   75 pts  
Students will take their floor plan and create 5 lighting looks and the light plot for their final project Due as Oct 24

15. Wysiwyg Project  
   50 pts  
Using the program WYSIWIYG students will create 3 lighting looks and simple designs for lighting in preparation for their final project assignment.  
   Due in Mac Lab on Oct 24

16. Sound project and design  
   75 pts  
Students will take their script and create a sound script for their final project. Students will also create a sound Q using one of the sound programs we have in use in our theatres. Students may use Q-lab, I-tunes or a program of their choice if it is approved Due Nov 14

17. Tech Olympics  
   50 pts  
Students will participate in a hands on demonstration of their skills in theatre stagecraft in the areas of Knot tying, light rigging, scenic painting and other activities performed during the semester. Students will work in teams but will each have to perform individually. In class activity Dec 3

18. Final Project assessment and presentation  
   50 pts  
Students will present their final projects on the day of the final exam and present all the paperwork associated with the project. Due day of the final exam 11 – 1:30

19. Attendance grade  
   100 pts  
Student attendance will be graded as per Theatre department guidelines. Please see attendance guidelines for guidance on how to avoid placing your grade in jeopardy. Calculated after the semester is over

Total 1000 points

Grading Breakdown based on 1000 points maximum
A = 1000- 900  
B = 899 - 800  
C = 799 - 700  
D = 699 - 600  
F = 599 and Below

**Theatre production labs** are a separate grade and have their own syllabi and requirements. Please make sure you receive a syllabus during your appointed lab time and date.

**Final Project Description**
The major project for the stagecraft class will be to create the appropriate artifacts from a theatrical production. Students will take a script and do an analysis of that script based upon its technical requirements. After they have successfully completed this task they will select either the Wilson or Warren Theatres as a venue for their design. As a part of this project students will generate the following paperwork and artifacts for their theatre production. Due December 15 during the final exam.

1. Script analysis and outlines for technical requirements for scenery, lighting, props and sound.
2. Scenic drafting and paperwork in Vectorworks  
   a. Floor plans for the stage, including proper conventions and in appropriate scale  
   b. Elevations and layouts for all scenic elements  
   c. Working drawings and plans for all elements to be constructed  
   d. White model or mock up of the set prior to final coloring
3. Lighting Plot  
   a. Transfer of floor plan from Vectorworks to Wysiwyg  
   b. Full lighting plot with proper instrumentation and details  
   c. 5 lighting looks printed out in color or saved in a power point presentation  
   d. Shop order including number of instruments, gel and other info as needed.  
   e. Any detail on special lighting props or scenic elements drafted out
4. Properties  
   a. A list of all props identified in the script by act and scene  
   b. Working drawings of any prop to be constructed
5. Sound  
   a. A list of all sound effects mentioned in the script by act and scene  
   b. A sample sound cue from the show in i-tunes, q-lab or other program
6. Color scale model or rendering  
   a. A ¼ inch model in color of the set and the theatre  
   b. Include all detail and use actual colors  
   c. Must include a scale person of 6 feet in height
7. Presentation  
   a. In class the day of the final  
   b. All students will have all materials ready to go.  
   c. Each presentation will take 10 minutes  
   d. Students can do a power point of all graphics and elements but must have actual documentation available for perusal if needed
Other relevant course information

Attendance policy. (As per theatre student handbook)

Attendance in all theatre courses is critical to your success. For purposes of grading, no distinction will be made between excused and unexcused absences (excluding absences for recognized religious holidays, death in your family, doctor's excuse with documentation or approved university functions) your absence affects the progress of the entire class. Each absence in excess of three (in classes meeting three times a week; **two in classes meeting two times per week**) will lower your average a full letter grade. More than six absences in a course meeting three times per week or **more than four absences in a course meeting two times per week** will result in a failing grade for the course. Exceptions under extreme circumstances may be made at the discretion of the instructor. Stagecraft meets 2 days a week so the 2-absence rule will be applied. **Note:** You must consult with your instructor immediately to make such and exception viable.

**Lateness:** three late arrivals constitute one absence, If you arrive more than fifteen minutes late you will be considered absent so don’t bother coming to class. Time management skills are considered by the faculty as one of the most significant tools of the profession. The practice and development of these skills is expected.

**Conduct in class, computer lab, practicum, work calls and other theatre activities.** It is required you are engaged in the class and all associated activities. Your attention to lectures, demonstrations and practicals will affect your grade. As a part of your conduct it is required you turn off cell phones, to not use the computers for activities other than related to the course and to arrive at practicum and work calls suitably attired and ready to work. Failure to observe good conduct will place your grade in jeopardy and possible expulsion for class, calls and departmental activities. If you have any questions regarding conduct please consult with the instructor.

**Labs**

All Students must be enrolled in THEA 1101 Theatre Practicum and will be required to meet once a week. The scheduled time is from 7 to 9:30 Tuesday evening. You can fulfill your lab requirement between the hours of 2:00 and 5:00 Monday through Friday. You are expected to participate in theatre at TAMU-CC. Your attendance at auditions, work calls, crewing a show, and strikes will positively affect your grade. It will also give you practical experience in theatre stagecraft. You will also have specific tasks for this class, which can be fulfilled by attending the labs. Please consult the calendar and theatre callboard for assignments you must make up missed lab times within 2 weeks of your absence. Failure to make up labs will result in your being counted as absent. Because labs meet once a week this would drop your practicum grade one letter and to an F after 2 absences. Additionally, failure in your lab will also fail you in stagecraft and vice versa. Keep up with your times. You are required to attend 13 labs in order to pass the lab section of this course. See the 1101 Syllabus for specific information

**Academic Integrity**

Students are expected to do their own work. To claim another's work as one's own constitutes **Plagiarism.** Plagiarism would be the taking of someone else's writing, creative projects, electronic media or other assignments and turning it in as your own. Using someone else work as
a template or splitting the work up between several individuals also falls under this category. Plagiarism will not be tolerated. Under university policy you can face severe consequences, which include probation or expulsion from the university. If you are found guilty of presenting someone else work as your own you will receive an F in the class and will be reported to the dean of students for further action.

**Computer Literacy Requirement** – This course is approved as a replacement for the university’s computer literacy course. As a part of this course student will learn the programs Vectorworks and Wysiwyg. These programs are essential to working in the University Theatre as many drawings and pieces of equipment work in tandem and or rely on the software as a part of our productions. Please make time and take time to learn these programs both in and out of class, as you are required to operate them as a part of this course.

**University Required information**
The following statements represent information required from the university as a part of its SACS accreditation. For more specific information on student rights and responsibilities please consult the student handbook. In all cases of special student needs or accommodations it is the student’s responsibility to utilize the campus resources in order for special considerations or accommodations to be made. Please make sure you read the handbook and consult your advisor, faculty member or department chair if there are any questions.

*Notice to Students with Disabilities*: Texas A&M University-Corpus Christi complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Services for Students with Disabilities Office, located in Driftwood 101, at 825-5816. If you need disability accommodations in this class, please see me as soon as possible.

**ACADEMIC ADVISING**: The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.

***Grade Appeal Process***. As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules.
Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Activity</th>
<th>Assignment</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thur 1</td>
<td>Orientation &amp; Production Organization &amp; MGT</td>
<td>GIL 1</td>
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<tr>
<td></td>
<td>Fri 2</td>
<td>Practicum lab Orientation</td>
<td>All Stagecraft students must attend</td>
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<td>2</td>
<td>Tues 3</td>
<td>Shop Safety</td>
<td>meet in shop</td>
<td>BHB 1 - 162</td>
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<td></td>
<td>Thur 4</td>
<td>Tools of the shop</td>
<td></td>
<td>read Gil 10</td>
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<td></td>
<td>WC 1</td>
<td>Fri 5</td>
<td>1st work call</td>
<td>Work on set for August: Osage County</td>
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<td>3</td>
<td>Tues 6</td>
<td>Materials used in the Theatre</td>
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<td>Shop Sheet</td>
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<td></td>
<td>Thur 7</td>
<td>Scavenger Hunt @ Home Depot</td>
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<td>Meet at Home Depot</td>
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<td></td>
<td>WC 2</td>
<td>Fri 8</td>
<td>2nd Work Call</td>
<td>Work on set for August: Osage County</td>
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<td>4</td>
<td>Tues 9</td>
<td>Tools, Material and Safety test</td>
<td>Quiz over tools and materials</td>
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<td></td>
<td>Thur 10</td>
<td>Drafting and stagecraft. Introduction to Drafting</td>
<td>Read GIL 22</td>
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<td>5</td>
<td>Tues 11</td>
<td>Decking Methods, Building and different configurations</td>
<td>Read GIL 11</td>
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<td></td>
<td>Thur 12</td>
<td>Drafting plans for constructing flats, Building flats</td>
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<td>6</td>
<td>Tues 13</td>
<td>Building Flats and Platforms</td>
<td>Meet in Shop</td>
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<td></td>
<td>Thur 14</td>
<td>Drafting your Ground plan</td>
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<td>CA 225</td>
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<td>WC 3</td>
<td>Friday 15</td>
<td>3rd Work Call</td>
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<td>7</td>
<td>Tues 16</td>
<td>Electricity</td>
<td>GIL 14 &amp; 15</td>
<td>Worksheet on lighting in class</td>
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<td></td>
<td>Thur 17</td>
<td>Lighting fixtures</td>
<td></td>
<td>BHB 163 - 200</td>
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<td>8</td>
<td>Tues 18</td>
<td>Rigging &amp; Ropes</td>
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<td></td>
<td>Thur 19</td>
<td>Rigging practical in lab</td>
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<td>WC 4</td>
<td>Fri 20</td>
<td>4th Work Call</td>
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<tr>
<td>9</td>
<td>Tues 21</td>
<td>Properties</td>
<td>GIL 13</td>
<td>BHB 83 - 107</td>
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<td></td>
<td>Thur 22</td>
<td>Prop from the edge of the universe due</td>
<td>Prop list due</td>
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<td>10</td>
<td>Tues 23</td>
<td>Sound Design</td>
<td>Practical 200</td>
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<td></td>
<td>Thur 24</td>
<td>Sound Design Qlab &amp; I tunes</td>
<td>Sound Cue due</td>
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**Schedule of Activities**

**Gil=Gillette  BHB = Backstage Handbook**

1st Theatre Production **August: Osage County** Oct 15-20

Strike 1 Sunday 20-Oct Strike set for **August: Osage County** - All stagecraft students must attend

Learn how to set up run the lighting

2nd Theatre Production **Theophilus North**  Nov 19 – 24
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<th>Event</th>
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<tbody>
<tr>
<td>12</td>
<td>Tues</td>
<td>Elevations and scenic elements</td>
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<tr>
<td></td>
<td>Thur</td>
<td>work on elevations</td>
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<td>19</td>
<td>Nov</td>
<td>Drafting Assignment</td>
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<tr>
<td>12</td>
<td>Wed</td>
<td>Elevations and scenic elements</td>
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<tr>
<td>19</td>
<td>Nov</td>
<td>continue work</td>
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<td></td>
<td></td>
<td>Drafting Assignment</td>
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<tr>
<td>Strike 2</td>
<td>Sun</td>
<td>Strike for <strong>Theophilus North</strong> - All Stagecraft Students must attend</td>
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<tr>
<td>13</td>
<td>Tues</td>
<td>26-Nov Drafting Due</td>
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<tr>
<td></td>
<td>Thur</td>
<td>28-Nov Thanksgiving - NO CLASS</td>
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<td>14</td>
<td>Tues</td>
<td>3-Dec Tech Olympics</td>
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<td></td>
<td>Thur</td>
<td>5-Dec Work on projects</td>
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<td>Q lab &amp; I</td>
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<td></td>
<td>meet in wilson</td>
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<td>Practical</td>
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<td>Practical</td>
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<td>Finals</td>
<td>15</td>
<td>10-Dec Work on Projects</td>
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<td></td>
<td>Thur</td>
<td>12-Dec no class, final exams for other classes</td>
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<tr>
<td>16</td>
<td>Tues</td>
<td>17-Dec Final Exam All Projects due</td>
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</tbody>
</table>

**SAFETY REGULATIONS**

THEA 2370/THEA1101

The student is responsible for the following while in class, labs and work calls:

1. Attending and Receiving an orientation and safety training sessions on inherent hazards, safety rules and regulations required to prevent accidents. This includes taking and passing the DHHS safety test on Sail

2. Providing insurance and emergency contact info to the instructor.

3. Working to create and maintain safe working environment and conditions, and, reporting to the supervisor and or instructor all hazards in the work environment that he/she is unable to correct.

4. Being able and physically capable of performing assigned tasks and to observe all safety rules in the carrying out of these tasks.

5. Informing the supervisor when not able to perform his/her regular or other assigned duties.

6. Wearing or using **ALL** items of protective clothing and equipment provided or required to perform the job safely. Safety goggles, hearing protection, dust masks

7. Contacting his/her supervisor for assistance or instruction when in doubt about how to perform a job or activity safely or accurately.

8. Wearing proper clothing when reporting to work, i.e., no open-toed sandals, flip-flops, high heels, loose sleeves, hair or clothing, etc. These types of clothing could result in, or contribute to,
an accident or its severity. You will not be allowed in the class or shop if you are wearing inappropriate clothing or footwear.

9. Performing other actions as necessary to prevent accidents.

I have read the above procedures for safety and have been briefed as to the proper safety procedures for use of equipment in Theatre Stagecraft THEA 2370, Theatre practicum THEA 1101.

NAME __________________________ DATE __________________

Insurance Carrier __________________________, Policy information

Emergency Contact Name ___________________________ Phone # __________________________