Theatre Stagecraft  
THEA 2370.002 Spring 2015  CCH 209  Tues, Thurs  2:00 – 3:15
Theatre Dept Meeting Fridays 2 - 4
Lab Hours TBA M-F 9 – 12, 1 – 5  3 hrs weekly
Office hours  M-F 10-11, and by appointment
Professor Philip Johnson  email: Philip.Johnson@tamucc.edu
825-2361 / BAY HALL 321

Course Description
THEA 2370 –
The objective of this course is to teach students the skills necessary to actively contribute to the technical aspects of theatrical productions. Students will learn skills and knowledge related to the various technical fields including scenery, lighting, sound, props and painting. Through lecture, discussion, readings, hands-on experience and various projects and quizzes, students will become fluent in technical terminology and practices. By the end of this course, students will be able to contribute effectively to the various production aspects involved in technical theatre, especially within the theatre department at TAMUCC.

This class is taken in conjunction with THEA 1101 Theatre Production Lab.

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
projects  
   Use of hand drafting and paperwork to create plans and working drawings
   Use of Wysiwyg to 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 Objectives:

1. The student will learn proper theatre terminology and language related to technical theatre.
2. The student will demonstrate proper safety practices for working in the various shops and as part of a production.
3. The student will successfully demonstrate skills and practices related to various areas of stagecraft through proper application.
4. The student will demonstrate the ability to translate design documents into the appropriate technical documents needed for execution in a theatrical production.

Textbooks

Illustrated Theatre Production Guide, John Holloway, REQUIRED


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 & Project Descriptions

Grades for Stagecraft will be based on the following criteria: attendance/participation, completion of assignments/projects as detailed, quiz scores and the final project. Taken into consideration for each assignment/project will be completeness of work, growth and understanding of materials.

Grading for this course will be as follows:

Production Lab Timesheet – 50 pts.
  • Build pinewood derby car, race
Scale Rule Assignment – 25 pts.
• Use a scale rule to dimension several lines/shapes in various scales
Layout Assignment – 25 pts.
  • Framing layout of designer drawings
Cut List Assignment – 50 pts.
  • Dimension and create cut list of framing assignment
Taping out a Ground Plan Assignment – 50 pts.
  • Measure and plot coordinates for taping out a ground plan.
Rigging Assignment – 50 pts.
  • Demonstrate proper rigging techniques as learned
Lighting Assignment – 50 pts.
  • Create instrument schedule for a light plot, include magic sheet & plot assignment
Sound Assignment – 50 pts.
  • Create a sound plot
Qlab Assignment – 25 pts.
  • Set up cues in Qlab
Props Assignment – 25 pts.
  • Sketch props from a script and build it. Present in class
Paint Assignment – 25 pts.
  • Identify paint tools and techniques

**QUIZZES:** *Will include questions from assigned readings as well as from lecture*
Tool Quiz – 100 pts.
  • Quiz on identification of shop tools
Materials Quiz – 100 pts.
  • Identification of materials in shop and their use
Knots Quiz – 100 pts.
  • Tie various knots
Electricity Quiz – 100 pts.
  • Electricity terminology and equations
Sound Quiz – 100 pts.
  • Identify parts of a sound system and microphone types

**Projects Description**
Flats
  • Draw, dimension, cut, frame and construct a flat
Painting
  • Prime, base and paint an image on the flat
Lighting
  • Practical demonstration of hang, gel and focus of lighting instruments
Sound
  • Practical demonstration of sound setup
Props
  • Drafting and construction of sm. prop
FINAL PROJECT – Crew a 10 Minute Play Evening 500 pts.

You will be part of a crew for an entire evening. You will not be performing that night but will be on the crew instead. Your responsibilities include being available for tech meetings and tech rehearsals. Your crew will be responsible for all things technical for the evening of performances.

Submitted on the day of the final
1. Ground plan for each performance. (even if they use no scenery)
2. Light cue sheets for each performance - Hard copy from your show
3. Sound cue sheet for each performance
4. Tech run/Scenery shift/Prop shift worksheet for each performance

<table>
<thead>
<tr>
<th>Attendance/Participation</th>
<th>Total: 150 pts.</th>
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<tbody>
<tr>
<td>Assignments/Project</td>
<td>550 pts.</td>
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<tr>
<td>Quizzes</td>
<td>500 pts.</td>
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<tr>
<td>Final Project</td>
<td>500 pts.</td>
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<tr>
<td>Total</td>
<td>1700 pts.</td>
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Grading Break Down
A = 1700 – 1551
B = 1550 - 1401
C= 1400 – 1251
D= 1250 –1101
F= 1100 – 0

LATE ASSIGNMENTS/PROJECTS WILL NOT BE ACCEPTED UNLESS ACCOMPANIED WITH AN EXCUSED ABSENCE! (or with prior consent from instructor)

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. We have weekly departmental meetings on Fridays at 2pm. You are required to attend. Failure to attend will result in your failing the lab portion of this course.

Attendance policy.
Attendance in all theatre courses is critical to your success. For purposes of grading, only excused absences will be recognized as a valid reason for missing class. (including 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 two in classes meeting two times per week) will lower your average a full letter grade. 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:
Late arrivals constitute an absence, if you arrive more than fifteen minutes late you will be considered absent so don’t be late. There is a saying in our department and it goes like this: To be early is to be on time. To arrive at the appointed time is to be late. 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. The use of cell phones and all other personal electronic equipment, not necessary for medical reasons, is not permitted. The use of these items in class is a distraction. Checking of these items during class, even for the time, will result in a loss of participation points for the day.

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.

Academic Integrity/Plagiarism*
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a grade of an F and you will be reported to the Dean of Students and Academic Affairs for Disciplinary Action.

Dropping a Class*
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November 7 is the last day to drop a class with an automatic grade of “W” this term.
**Classroom/professional behavior**
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Statement of Civility (can be in place of classroom/professional behavior)**
Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

**Grade Appeals***
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, 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 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. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

**Disabilities Accommodations***
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.
If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Statement of Academic Continuity**
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

*Recommended by university, language provided that mirrors language used in other publications such as the student handbook or rules/procedures.

**Recommended by university, select one from the two items regarding behavior/civility or insert a similar statement based on your class needs.

**Required by SACS or HB2504—language must be included

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**Course Calendar**

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<thead>
<tr>
<th>Weeks:</th>
<th>Reading</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Syllabus</td>
<td>Shop Safety form sign off</td>
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<td>Tool cage, contents and</td>
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<td>Sawstop, chop saw, band</td>
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<td>Week 2</td>
<td>Ch. 16</td>
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<td>Ch 17</td>
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<td>Week 3</td>
<td>Ch. 14 &amp; 15</td>
<td>All hardware</td>
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<td>Materials Quiz - wood,</td>
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<td>metal, etc</td>
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<td>Ch. 5</td>
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Week 4
10-Feb
Shop Drawings & Scale Rulers
Layout, Flats & Platforms
TAPING OUT A GROUND PLAN - PRACTICAL
12-Feb
Scale rule - use and skills test
Layout of scenic units. How to draft them

Week 5
17-Feb
Electricity
Ch. 6 & 7
How to hook up lights and control them with a board

Week 6
24-Feb
Hang, Gel & Focus
Mini Light plot
Hang, Gel and Focus lights for SFB

Week 7
3-Mar
Lighting Fixtures & Electricity Quiz
Handout
Light Plots and paperwork

Week 8
10-Mar
Rigging & Knots
Ch. 3 & 4
How to tie Bowline, Clove, Trucker's Hitch

Week 9
17-Mar
SPRING BREAK

Week 10
24-Mar
Sound Theory & Terminology
Ch. 11
Sound lecture and practical
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
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<tr>
<td>26-Mar</td>
<td>Sound Equipment</td>
<td>Demo on sound system</td>
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<td>How to hook up the sound board and equipment</td>
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<td>Week 11</td>
<td>31-Mar  Sound Board &amp; Patching</td>
<td>Sound practical - hook up mic and get sound</td>
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<td>Qlab demo and discussion - practical</td>
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<td>Qlab set up and operation</td>
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<td>Sound Quiz &amp; Patching</td>
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<td>2-Apr   Assignment</td>
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<td>Week 12</td>
<td>7-Apr   QLab &amp; Editing</td>
<td>Ch. 12</td>
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<td>Qlab set up and operation</td>
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<td>9-Apr   QLab &amp; Editing</td>
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<td>Week 13</td>
<td>14-Apr  Props &amp; Paperwork</td>
<td>Handout</td>
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<td>16-Apr  Props Construction</td>
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<td>APRIL 21-26 ASSASSINS</td>
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<td>Painting Tools and Practices</td>
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<td>Week 14</td>
<td>21-Apr  Practices</td>
<td>Ch. 22</td>
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<td>23-Apr  Painting Techniques</td>
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<td>Week 15</td>
<td>28-Apr  Work on Projects</td>
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<td>29-Apr  DANCE DEMO</td>
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<td>#VALUE!                                     Thanksgiving - No Class</td>
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<td>5-May   Final Project Q&amp;A</td>
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<td>Final</td>
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<td>Dance Demo Dec 1 &amp; 2</td>
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MAY 6 - 10  
**SHORT Play Festival**

Final Exam 11- 1:30

MAY 7 - 15

FINAL EXAM DURING THE SCHEDULED EXAM TIME
THURS MAY 7  11 - 1:30
SECTION 1
TUESDAY      MAY 12  1:45
- 4:15 MAY 13

Crew work of SHORT play festival - evaluation
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#__________________