THEA 2370.002 – Spring 2017
Theatre Stagecraft CA 225
Tuesday and Thursday 2pm-3:15pm

Instructor: Rosa M. Lazaro  e-mail: rosa.lazaro@tamucc.edu    ph.# (361) 825-2362
Office: BH 320
Office Hours: TBA
Studio Hours: TBA

Required Text:

Optional Text:

Required Supplies:
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:

Attendance/Participation – 150 pts.
Production Lab Timesheet – 50 pts.
Tool Training Completion – 50 pts.
Pinewood Derby Assignment – 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 40 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

Attendance/Participation 150 pts.
Assignments/Project 550 pts.
Quizzes 500 pts.
Final Project 500 pts.
Total 1700 pts.

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 falling 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
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.

**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

**Sexual Harassment:**
This course will observe the university’s policy for avoiding sexual harassment.

**Academic Integrity Policy:**
Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the university and departmental handbooks regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on campus behavior. Please note you will Fail the course at minimum and be dismissed from the university as one repercussion maximum.

**Grade Appeal Process**
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 (available at http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C2.01_student_grade_appeal_procedure.pdf). For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

**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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

**Disability Services**
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, Room #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.

**Personal Counseling:**
**Short-term Counseling Services**
University Counseling Center staff provide short-term individual counseling and psychiatric services to help students address personal problems that interfere with meeting the demands of college life and their academic success. Counselors can work with you to aide you in increasing self-awareness, improving self-confidence and acceptance, enhancing your ability to cope during changes and challenges, improving your decision making and communication abilities, and teaching you strategies to replace hurtful or self-defeating thoughts, feelings, and actions with healthy, adaptive, alternatives. Services are available to TAMUCC students who are currently enrolled and whose needs match our services. Walk ins are welcome 8am to 5pm.
Driftwood Bldg. #107  361-825-2703

University Islander Email:
All students are now required to sign up for their university email account. All communication from the university, department and professor will be sent to your university account.

Expectations:
Your initiative, enthusiasm and willingness to explore unfamiliar ground are crucial to your understanding of the material presented. Always come to class prepared to work with adequate supplies and materials. Remember, theatre is a collaborative art and its success depends entirely on all members of a production working as one.

All Theatre Majors and Minors are expected to have read and be familiar with the Student Handbook concerning policies and procedures for the department.
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING / DUE</th>
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<tbody>
<tr>
<td>1/19/2017</td>
<td>Introduction, Shop Safety, Shop Safety form sign off</td>
<td>Syllabus</td>
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<tr>
<td>1/20/2017</td>
<td>First Practicum Lab</td>
<td>Safety Lecture</td>
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<tr>
<td>1/24/2017</td>
<td>Hand &amp; Power Tool Training, Tool cage, contents and operation</td>
<td>Ch. 9</td>
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<tr>
<td>1/26/2017</td>
<td>SHOP Tool Training, Sawstop, chop saw, band saws</td>
<td>Ch 10</td>
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<tr>
<td>1/27/2017</td>
<td>HOME DEPOT FIELD TRIP, Moore Plaza</td>
<td>MEET AT HOME DEPOT INSTEAD OF LAB</td>
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<tr>
<td>1/31/2017</td>
<td>Fasteners &amp; Materials (All Hardware), Tool and Materials Quiz</td>
<td>Ch. 11 &amp; 12, QUIZ #1</td>
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<tr>
<td>2/2/2017</td>
<td>Shop Drawings &amp; Scale Rulers, Scale rule - use and skills test</td>
<td>use and skills, QUIZ #2</td>
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<tr>
<td>2/7/2017</td>
<td>Layouts- Drawings to Build, Layout Flats &amp; Platforms</td>
<td>Ch 13 &amp; 14</td>
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<td>2/9/2017</td>
<td>Ground Plans Layout a set BRING TAPE MEASURE, Laying out a ground plan and practical knots quiz</td>
<td>Ch. 2, QUIZ #3</td>
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<tr>
<td>2/14/2017</td>
<td>Electricity Lecture, Power formulas, test voltage, Quiz on Blackboard</td>
<td>Ch. 6 &amp; 7, QUIZ #4</td>
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<tr>
<td>2/16/2017</td>
<td>Wiring &amp; Light Boards, How to hook up lights and control them with a board</td>
<td>Ch. 8</td>
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<tr>
<td>2/21/2017</td>
<td>Lighting Fixtures, Electricity Quiz is due</td>
<td>Lighting Fixtures and power, QUIZ #4 DUE</td>
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<td>2/23/2017</td>
<td>Light Plots covering the basics, Paper work exercise (Mini Light plot)</td>
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<tr>
<td>2/28/2017</td>
<td>Lighting Plots &amp; Paperwork, Light Plots and paperwork</td>
<td>Ch. 9</td>
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<tr>
<td>3/2/2017</td>
<td>Pinewood Derby, Project description, Receive materials for pinewood derby</td>
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<td>3/7/2017</td>
<td>Rigging &amp; Knots, How to tie Bowline, Clove, Trucker's Hitch &amp; Knots</td>
<td>Ch. 3 &amp; 4, QUIZ #5</td>
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<tr>
<td>3/9/2017</td>
<td>Pinewood Derby Race,</td>
<td>meet in shop</td>
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<td>3/14/2017</td>
<td>SPRING BREAK</td>
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<td>Date</td>
<td>Activity</td>
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<tr>
<td>3/16/2017</td>
<td>SPRING BREAK</td>
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<tr>
<td>3/21/2017</td>
<td>Sound Theory &amp; Terminology Sound Lecture</td>
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<td>3/23/2017</td>
<td>Sound Board &amp; Patching Assignment, hook up mic and get sound Sound practical, QUIZ #6</td>
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<tr>
<td>3/28/2017</td>
<td>QLab &amp; Editing, Qlab demo and discussion - practical Ch. 11</td>
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<td>3/30/2017</td>
<td>Qlab Sound Showcase, Showcase of sound effects and sound cues in class</td>
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<tr>
<td>4/4/2017</td>
<td>Props &amp; Paperwork, Props - lecture and practical Ch. 12</td>
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<tr>
<td>4/6/2017</td>
<td>Props Construction, Props from the edge of the universe project due Prop Projects Due</td>
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<tr>
<td>4/11/2017</td>
<td>Painting Tools and Practices, Painting tool lecture/demo Handout</td>
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<tr>
<td>4/13/2017</td>
<td>Painting Techniques, Hands on painting exercises</td>
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<tr>
<td>4/18/2017</td>
<td>Final Project Description, Discuss 40 minute play festival, Final project - crew and run a 40 minute night Ch. 22, Discuss Final project</td>
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<tr>
<td>4/20/2017</td>
<td>Make crew assignments and prep for Play festival</td>
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<tr>
<td>4/25/2017</td>
<td>Work on Projects</td>
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<tr>
<td>4/27/2017</td>
<td>Work on Projects</td>
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<tr>
<td>5/2/2017</td>
<td>Work on Projects</td>
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<tr>
<td>5/TBA/2017</td>
<td>THE Final: Crewing the play festival</td>
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***Instructor reserves the right to adjust the Syllabi as necessary.***

***Remember to Have Fun!!!***
I, _________________________________ have read, and understand all assignments, rules, and regulations contained in the above document (THEA 2370 Syllabus). I acknowledge that by signing this form I agree to follow the guidelines set for this course. I also take responsibility for keeping track of my copy of the document, and any information contained in the document (If you lose your syllabus you will be responsible to get a new copy. This is a syllabus not an excuse for being unprepared.).

Print Full Name ________________________________

Preferred (Islander) Email ________________________________

Contact Phone Number (CELL) ________________________________

X ________________________________