THEA 4390 – JaniMester 2019  
Properties Design / Management  
Monday – Saturday 9am-1pm

Costume Studio Rm 214  
Center for the Arts  
ph.# (361) 825-3391

Instructor: Rosa M. Lazaro  
e-mail: rosa.lazaro@tamucc.edu  
ph.# (361) 825-2362

Office:  
BH 320

Office Hours:  
TBA & Also by Appointment

Studio Hours:  
TBA

Required Text: NONE

Highly Recommended Text:
- The Properties Director's Handbook: Managing a Prop Shop for Theatre by Sandra Strawn
- The Prop Building Guidebook: For Theatre, Film, and TV by Eric Hart

Required Supplies:
- Safety Glasses
- Apron ( or Work Clothes)
*Supplies are dependent upon your choice in project work.

Student Learning Outcomes:
- The student will be able to analyze a script, research and identify property needs for a production.
- The student will recognize the different materials, chemicals and tools used in property building for the theatre.
- The student will learn proper management skills to supervise the build, pull, and purchase of properties. They will do so in an organized, time efficient manor.
- The student will learn all the appropriate paper work involved with properties management.
- The student will have gain property build skills. These skills are gained by extensive hands-on experience by working on projects in the construction studios.
- The student will have the ability to purchase, construct, paint, sew, and pull any project in the properties area.

Grading:

<table>
<thead>
<tr>
<th>Project #1: Upholstery (Soft Goods)</th>
<th>225 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #2: Wood Working &amp; Painting/ Finishing</td>
<td>200 pts.</td>
</tr>
<tr>
<td>Project #3: Metal Sculpture</td>
<td>225 pts.</td>
</tr>
<tr>
<td>Project #4: Paperwork</td>
<td>200 pts.</td>
</tr>
<tr>
<td>Project #5: Script Analysis</td>
<td>150 pts.</td>
</tr>
<tr>
<td>Project #6: Mask Making</td>
<td>200 pts.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1200 pts.</strong></td>
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Grading Break Down

A = 1200 – 1050
B = 1049 – 950
C = 949 – 850
D = 849 – 600
F = 599 – 0

Assignment Details:

Project #1: Upholstery (Soft Goods) 225 pts.

The student will be introduced to several tools & techniques used in soft goods. They will be introduced to what a soft good is. Examples will include, but not be limited to throw pillows, curtains, bedding, quick mattress covering, etc. They will learn how to choose fabric appropriate for projects, and quick cost efficient methods to add finishing touches to any set. This will also mark an introduction to “set dressing”. They will be asked to research interior design of various periods. They will be asked to recover a throw pillow. This project will include proper fabric, piping, covered buttons, and button tucking.

Project #2: Wood Working & Painting/ Finishing 200 pts.

The student will be introduced to the various wood working tools and painting / finish techniques used in properties. Some paint examples are the following; Highlighting, shadow, wood graining, marbling. They will be asked to research a sword or knife to be reproduced. They will be asked to use tools and paint / finish methods learned in the class to reproduce the items chosen. The reproduction of their chosen item will be their project #1. Pictorial research and a justification for the construction materials used will accompany the project.

Project #3: Metal Sculpture 225 pts.

Students will learn about the basics of metal craft and the tools used. These tools and skills include but are not limited to; Mig welding, and metal cutting. The student will be assigned to complete a metal sculpture. They will research and come up with their own creation. In this project they must use a metal cutting saw, welding and grinding. They can use other methods as needed, and their project must be safe (clean) and hold up to being dropped repeatedly.

Project #4: Paperwork 200 pts.

The students will be introduced to the management side of properties. They will be shown how to run properties for a show from the first design meeting to the strike of a production. They will be asked to compile their own version of the following forms; Properties List, Scene Break Down, Calendar / Production Schedule with add / drop dates, rehearsal prop dates, technical rehearsal dates, and general build schedule.

Project #5: Script Analysis 150 pts.

The student will be taught the proper analysis for work in properties design / master work. They will be shown how to efficiently layout a scene breakdown.
for properties. The student will then be assigned a script to do analysis of, this analysis will include, but not be limited to the following; Properties List, Scene Break Down, and an analysis of period, materials, any written content that aids in the design.

Project #6: Mask Making  200 pts.

Students will be shown several methods of building, and finishing masks. These items will include but not be limited to thermal plastics, Sculpt or Coat, panting/finishing. They will learn how and where to access supplies and methods. Students will be introduced to various chemical treatments for finishing their masks. Students will be assigned to choose one mask to research and recreate using the methods taught.

- Have fun!

Attendance Policy:
The department has a strict class attendance policy. You will be allowed two absences. For the purpose of this course, there will be no distinction between excused and unexcused absences. After the second absence, your grade will decrease by one letter grade for each absence beyond two. Two late arrivals to class are equal to one absence. If you are more then 15 minutes late please do not bother coming, you will still be marked absent. If you do come in late please be as quite as possible to not disrupt the class. **If you accrue more than 6 absences you cannot pass this course.** It is beneficial as a student to attend class to learn and develop costume craft techniques, as I will not be repeating lecture solely for individual students.

Late Work:
Late work is accepted on a case-by-case basis. However, most often you will find that late work is not accepted.

General Classroom:
-No Cell Phone. If I see them out for texting, talking, etc. I will confiscate it until the end of class. Don’t even take it out to use it as a clock.
-Appropriate computer usage only.
-iPods, MP3 player, Portable CD Players, etc. So long as you use them at appropriate times only. You may wear them while working, but not during lecture time.
-No weapons of any kind. If you carry a Leatherman, Gerber, etc. it should only be used appropriately, for lab related work.
-Please note these rules apply while doing your lab hours as well. Only faculty and appointed student staff members are allowed to use cell phones during lab hours.

Compliance with Americans with Disabilities Act:
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.

**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 form the university as one repercussion maximum.

**Grade Appeal Process:**
Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, cla.tamucc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean.

**Academic Advising:**
The College of Arts and Humanities 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.

**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.

Schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING / DUE</th>
</tr>
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<tbody>
<tr>
<td>1/2/2019</td>
<td>INTRODUCTION / TOUR / SAFETY/</td>
<td>Signed syllabus contract</td>
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<tr>
<td></td>
<td>Assign scripts for project #4 &amp; #5/ Discuss</td>
<td>Safety Paperwork</td>
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<tr>
<td></td>
<td>Paper work &amp; analysis/ Start Project #1</td>
<td>PPT Paperwork</td>
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<tr>
<td></td>
<td>(pass off sewing)</td>
<td>Sewing How To</td>
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<tr>
<td>1/3/2019</td>
<td>Work on project #1</td>
<td></td>
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<tr>
<td>1/4/2019</td>
<td>Start project #2</td>
<td>Research / Design #1</td>
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<td>Shop Safety</td>
<td></td>
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<tr>
<td>1/5/2019</td>
<td>9am-Noon Work on Project #2, 1-5Start Project #3</td>
<td>Project #1 Due Research</td>
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<tr>
<td>Saturday</td>
<td>Project #3 (Sculpting)</td>
<td>Design #3</td>
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<td>12-1pm Smoothon (Casting)</td>
<td>Research / Design #3</td>
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<tr>
<td>1/7/2019</td>
<td>9am-11am Project #3/10:30am-1pm Start Project #6</td>
<td>Project #2 Due</td>
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<tr>
<td>1/8/2019</td>
<td>Work on Project #6</td>
<td>Project #3 Due</td>
</tr>
<tr>
<td>1/9/2019</td>
<td>Start Project #6</td>
<td>Research / Design #6</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>Work on Project #6</td>
<td>Project #4 Due</td>
</tr>
<tr>
<td>1/11/2019</td>
<td>All Projects (#5-6) due at 1pm</td>
<td>Project #4, #5 &amp; #6 DUE</td>
</tr>
</tbody>
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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 4390
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 loose your syllabus you will be responsible to get a new copy. This is a syllabus not an excuse for being unprepared.).

X__________________________________________