Theatre Stagecraft
THEA 2370.001 Fall 2019 CCH 209 on Tues, Thurs 12:30 – 1:45
THEA1101 Lab Hours Fri 2 -4:30 (other hours must be arranged)
Office hours M-F 10 – 10:50 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.

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 on productions.

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.

This will be accomplished through the following steps

1. Students will learn initial content for the course by reading material and completing exercises and quizzes on the book for the course.
2. Individuals are responsible for being prepared for each day’s lesson and have completed the day’s assignment before coming to class.
3. At the beginning of class, we will discuss and go over the answers from the days reading and give feedback on the materials
4. Students will be able to question and/challenge the questions as part of feedback
5. In class activity will be directed towards relaying and reaffirming important content for that day’s lesson.
6. We will be assigning students into crews (teams) to create a learning community format

As most theatre work is cast and crew based this makes sense for us to utilize a familiar format.

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.

Textbooks
Illustrated Theatre Production Guide, John Holloway,
THIS TEXTBOOK IS REQUIRED FOR THE COURSE!!

Required items required for class include the following:
1. USB Flash Drive, You may not always have access to your cloud storage.
2. Drafting equipment. Architect’s rule and various hand drafting templates (link to amazon)
3. PPE (personal protection 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 a small 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
Grading

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Attendance/Participation</td>
<td>150 pts.</td>
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<tr>
<td>Assignments/Project</td>
<td>550 pts.</td>
</tr>
<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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</tbody>
</table>

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. 3 LATE ARRIVALS IS ONE ABSENCE

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 failing grade for that assignment.

**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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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. Nov 8, 2019 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

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://academicaffairs.tamucc.edu/rules_procedures/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. 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.

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.

**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.

**Stagecraft Calendar. Fall 2019**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
<th>Source</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>27-Aug</td>
<td>Introduction, Shop Safety Syllabus test, assign teams, team assignment 1</td>
<td>Syllabus</td>
<td>Shop Safety form sign off First team assignment - the syllabus</td>
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<tr>
<td>1</td>
<td>29-Aug</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>3-Sep</td>
<td>Hand &amp; Power Tool Training</td>
<td>Ch. 9</td>
<td>Tool cage, contents and operation</td>
</tr>
<tr>
<td>2</td>
<td>5-Sep</td>
<td>Saw Tool Training</td>
<td>Ch 10</td>
<td>Sawstop, chop saw, band saws</td>
</tr>
<tr>
<td>2</td>
<td>6-Sep</td>
<td>Home Depot Scavenger hunt during Friday lab</td>
<td></td>
<td>Meet at Home Depot</td>
</tr>
<tr>
<td>3</td>
<td>10-Sep</td>
<td>Fasteners &amp; Materials</td>
<td>Ch. 11 &amp; 12</td>
<td>Scavenger hunt results and tests</td>
</tr>
<tr>
<td>3</td>
<td>13-Sep</td>
<td>Tool and Materials Quiz, Shop Drawings &amp; Scale Rulers</td>
<td></td>
<td>In Class Team work exercise, tool test is on line</td>
</tr>
<tr>
<td>4</td>
<td>17-Sep</td>
<td>Layout, Flats &amp; Platforms</td>
<td>Ch 13 &amp; 14</td>
<td>Scale rule - use and skills test</td>
</tr>
<tr>
<td>4</td>
<td>19-Sep</td>
<td>Taping out a Ground Plan</td>
<td>Ch. 2</td>
<td>Layout of scenic units. How to draft them</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td>Ch. 6 &amp; 7</td>
<td>Laying out a ground plan, Meet in CCH 209</td>
</tr>
<tr>
<td>5</td>
<td>30-Sep</td>
<td>Bailando Load In</td>
<td>9:00 AM</td>
<td>Crew hours</td>
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<tr>
<td>5</td>
<td>1-Oct</td>
<td>Wiring &amp; Light Boards</td>
<td></td>
<td>Electrical Theory, Power formulas, test voltage. How to hook up lights and control them with a board</td>
</tr>
<tr>
<td>5</td>
<td>3-Oct</td>
<td>Lighting Fixtures &amp; Electricity Quiz</td>
<td></td>
<td>Lighting quiz is practical exercise with lighting</td>
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<tr>
<td>5</td>
<td>5-Oct</td>
<td>Bailando Dance Festival Oct 2-5, Strike after final performance</td>
<td></td>
<td>Crew hours</td>
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<tr>
<td>Week 6</td>
<td>8-Oct</td>
<td>Light plots and paperwork</td>
<td>Work on lighting in mac lab</td>
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<td></td>
<td>10-Oct</td>
<td>Lighting Plots &amp; Paperwork</td>
<td>Light Plots and paperwork due in class</td>
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<td></td>
<td></td>
<td>Curious Incident Tech Rehearsals</td>
<td>Ch. 9</td>
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<tr>
<td>Week 7</td>
<td>15-Oct</td>
<td>Pinewood Derby Project description</td>
<td>Receive materials for pinewood derby</td>
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<td></td>
<td>17-Oct</td>
<td>Pinewood Derby Race</td>
<td>Any extra time can be devoted to your cars</td>
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<td></td>
<td>20-Oct</td>
<td><strong>Let the Right One IN. Oct 15 - 20</strong></td>
<td>Strike *Let the Right...*after Sunday Matinee</td>
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<tr>
<td>Week 8</td>
<td>22-Oct</td>
<td>Rigging &amp; Knots</td>
<td>How to tie Bowline, Clove, Trucker's Hitch</td>
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<td></td>
<td>24-Oct</td>
<td>Knots and rigging quiz in class</td>
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<tr>
<td>Week 9</td>
<td>29-Oct</td>
<td>Sound Theory &amp; Terminology</td>
<td>Sound lecture and practical</td>
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<td></td>
<td>31-Oct</td>
<td>Sound Board &amp; Patching</td>
<td>How to hook up the sound board and equipment</td>
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<tr>
<td>Week 10</td>
<td>5-Nov</td>
<td>QLab &amp; Editing</td>
<td>Qlab demo and discussion - practical</td>
<td></td>
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<td></td>
<td>7-Nov</td>
<td>Sound Quiz &amp; Patching Assignment</td>
<td>Sound practical - hook up mic and get sound</td>
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<tr>
<td>Week 11</td>
<td>12-Nov</td>
<td>Painting Tools and Practices</td>
<td>Painting quiz</td>
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<td></td>
<td>14-Nov</td>
<td>Painting Test</td>
<td>Hands on painting exercises</td>
<td></td>
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<td></td>
<td><strong>Hamlet</strong> Nov 12 - 17</td>
<td>Strike <em>Hamlet</em> after Sunday matinee</td>
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<tr>
<td>Week 12</td>
<td>19-Nov</td>
<td>Props &amp; Paperwork</td>
<td>Props - lecture and practical</td>
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<tr>
<td></td>
<td>21-Nov</td>
<td>Props Construction</td>
<td>Props from the edge of the universe project due</td>
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<tr>
<td>Week 13</td>
<td>26-Nov</td>
<td>Dance Demo Load-in</td>
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<tr>
<td></td>
<td>28-Nov</td>
<td>Thanksgiving - No Class</td>
<td>9:00 AM  crew hours</td>
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<tr>
<td>Week 14</td>
<td>3-Dec</td>
<td>Last day of class</td>
<td>work on projects for 10 minute play festival</td>
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<td></td>
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<td>10 Minute Play Festival December 6 - 8</td>
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<tr>
<td></td>
<td>11-Dec</td>
<td>Final Exam 11- 1:30</td>
<td>Present team projects/crew from 10 minutes</td>
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<tr>
<td>Week 15</td>
<td></td>
<td>Senior Capstones Dec 10 - 12 tba</td>
<td>Stagecraft students need approval to crew capstones</td>
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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 signing the safety form at the Fall Student meeting

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#__________________