



**Theatre 251- Stagecraft w/Lab
Fall 2020**

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**Avila University
Department of Theatre
School of Performing Arts
College of Liberal Arts & Social Sciences**

Office Hours: M 11-12, W 11-1, & Open-Door
Policy

Class Meetings: T/R 9:00am-10:15am, Lab T/R 12:15-1:45 OR 2:00-3:30.

Location: Goppert Theatre Mainstage. Seats will be assigned due to COVID.

Required Texts:

- None

Recommended Texts²:

- *Theatrical Design and Production: An Introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup*, 6th Edition. By: J. Michael Gillette
- *Backstage Handbook: An Illustrated Almanac of Technical Information*, 3rd Edition. By: Paul Carter
- *Photometrics Handbook*, 2nd Edition. By: Robert C. Mumm

Required Materials³:

- 8" Adjustable Crescent Wrench, capable of being attached to the user.
- 25' (minimum) Tape Measure.
- Closed Toe Shoes.
- Safety Glasses and Lumber (provided by professor).
- Items to build and paint ½" or ¼" furniture.

The syllabus is intended to brief the student on expectations for the course. Reading the entire syllabus is essential for comprehension of the professor's expectations. Said policies and expectations are intended to create a productive learning environment for both professor and student.

The course instructor may modify the standards and requirements set forth in this syllabus at any time. Notice of such changes will be by an announcement in class and will also be promptly posted and announced on Canvas.

This 3-credit course requires three hours of classroom or direct faculty instruction and between six to nine hours of out of class student work each week for approximately 16 weeks. Out of class work may include but is not limited to: required reading, research, written and/or lab assignments, project creation, and studying for quizzes and exams.

¹ Yes, this is really my cell phone. You now have enough knowledge to be dangerous, tread carefully.

² All of the recommended texts are easily accessible via Amazon. They will immensely assist you in your professional and academic career. However, they are not required to earn high marks in this course.

³ The wrench and tape measure are readily available at hardware and superstores. Tennis shoes are adequate.

Course Description: Introduction to scenery construction and the elements of theatrical design. Laboratory required.

Goals: Upon successful completion of this course, students should be able to demonstrate a basic level of competency in the following areas of technical theatre: Carpentry, Lighting, Sound, and Design.

Objectives: After taking this course, a student should have the following knowledge and skills:

1. Develop a working knowledge of the tools, hardware, and materials utilized for scenery construction.
2. Develop a working knowledge of the methods used to construct basic stage scenery.
3. Explain the basic principles of electrical theory and lighting control.
4. Develop a working knowledge of the instruments and accessories involved with modern stage lighting.
5. Explain basic sound theory.
6. Identify primary sound system components and their uses.
7. Building scale models, complete with scale furniture.

Method of Assessment: The above objectives will be assessed by the following⁴:

1. Discussion, repetition, and application of proper terminology.
2. Application of knowledge with class projects and lab.
3. Practical application of hanging and focusing lighting fixtures.
4. Lighting work calls and practical application of lighting technology.
5. Discussion and application via projects.
6. Hands-on application and examination.
7. Repetition to reinforce skills.

Attendance

The expectation of a professional training program is that students attend all classes. Each class builds off the previous material; therefore, missing class is not advised. However, the professor recognizes that some absences may be unavoidable.

Students who attend at least 85% of the course meetings will earn their grade as listed in Canvas. Students who miss more than 15% will have their final grade lowered by one letter (A to B, B to C, etc...). Students who miss more than 20% of course meetings for any reason will receive a grade of "F", regardless of course work. This class is currently scheduled to meet 30 times; therefore, more than 4.5 absences will result in a letter grade deduction. Missing more than 6 classes will result in a grade of "F".

Students assigned to departmental productions that come into conflict with class meetings will not receive an attendance grade for the day (It will be as though the day was cancelled). The absence will not count against you, but because there are fewer class meetings, each one will carry more weight.

Arriving late to a class meeting will count as 1/3rd of an absence. Application of this policy is at the discretion of the instructor.

Exceptions to the attendance policy will be so rare as to be considered non-existent.

Students with perfect attendance (meaning 0 absences/late arrivals) and have completed all assignments will have 70 points assigned to their final point summary.

***COVID ADDENDUM:** The Attendance policy will be updated for students who cannot attend class due to COVID, or if the course shifts to online instruction.

⁴ The numbers referenced in methods of assessment correlate to the numbers of each specified objective.

Inclement Weather: When the decision is made to close the campus due to emergency conditions, local media will broadcast the campus closure as a public service message. In addition, the professor will communicate with students via Canvas. If the university is not closed or delayed, all students are expected to be in class.

Late Work: Assignments are due at the beginning of class, unless specified in the syllabus, or they're late. Any late work may be accepted with a 10% penalty until 4 days have passed, and then it will not be accepted. Example: 1 day late=90% maximum grade, 2 days late=80% maximum grade, etc...

Computers, Tablets, Cell Phones, and things that go "Ping, Ding, Ring, and/or Bing"

The use of cell phones, smart phones, or other mobile communication devices can be disruptive, and are prohibited during class time. In the case of emergencies or other circumstances students should inform the professor prior to the start of class. Those engaging in this form of communication are asked to quietly leave the space quietly, engage in said communication, and then return.

Computers and tablets may be used for note taking purposes only. Please ensure that technology is muted during class time.

Using any device for purposes other than note-taking or emergency communication is prohibited. Should the professor catch a student playing games, using social media, texting, etc... the student will be asked to cease. Should the behavior continue, the student will then be asked to leave the class and will be counted absent for the day.

Avila University Student Code of Conduct: As a student attending a Catholic University emphasizing its Catholic Identity, the code of conduct is binding upon every enrolled student. Any effort in this class to undermine the code, especially in areas of plagiarism and harassment will be met with the consequences outlined in the Avila University Student Handbook: <https://www.avila.edu/student-services/student-handbook>

Lab Expectations

This course has a Lab component that all students have registered for and are expected to complete. Students are expected to wear appropriate shop clothing, consisting of:

- T-shirt, or long-sleeve shirt.
- Sturdy cotton shorts, jeans, or work pants.
- Closed toe shoes.

If students show up not dressed for Lab, they will be asked to go home and change. There are lockers in the theatre where students may store their shop clothes and equipment at their own risk.

The Lab will be where students apply knowledge learned in the lecture portion of the class.

Students have registered for a section of Lab totaling 37.5 hours. The Lab is 300 points of the overall grade in the class.

Production/Crew Assignment/Additional Shop Hours

Each student will be expected to serve either on a production/stage crew for an Avila Production or work additional shop hours. These hours are in addition to Lab. Students will state their preferences for production assignment. However, the professor will make a final decision based upon crew needs for each show.

Stage Crew Assignment

Students assigned to stage crew will start with 250 points for their crew grade. One of the primary responsibilities as a crew member is to remember to be on time for all calls. For every ten minutes that a crew member is late for rehearsals or for a show, twenty (20) points will be deducted from the crew grade. An unexcused absence from a technical/dress rehearsal or performance will result in a failing grade. The stage manager for each production will submit an evaluation to the professor summarizing student

attitude, work ethic and general demeanor. This will also factor into the final grade for the production experience. Fifty (50) points will be deducted from the stage crew grade if the student is caught on an electronic device (cell phone, laptop, gaming system, etc.), leave the building, or falls asleep during a call. If the student misses a shift, cue, or assignment due to any of these reasons, the student will be removed from the crew and will receive a failing grade. **Failing the stage crew assignment will result in earning zero (0) points for the crew assignment grade.**

Shop Crew

Students assigned to the shop crew will be required to complete forty (40) weekly hours during the semester. Work sessions will begin September 1st and will run through December 10th. Each student will sign up for two 2-hour time slots (MF 1-3 or 3-5; R 3:30-5:30) each week. Once signed up for the time slots, students are expected to attend those slots every week until the 40 hours are met. Missed hours cannot be made up unless previous arrangements have been made with the professor.

Grading for the shop crew assignment will be based upon the number of hours attended. Each hour worked is worth 6.25 points towards the crew grade. Failure to complete at least 24 hours will result in a failing grade for the shop crew assignment. **Failing shop crew will result in earning zero (0) points for the crew assignment grade.**

Lighting Lab Requirements

Each student will be required to complete four (4) hours of lighting lab work during the semester. Information about available times and sign up will be sent via Canvas. These hours are separate from/in addition to the hours required for either running crew or shop crew and Lab.

Hours Sheets

Sheets are available for students to log their hours. Due to COVID, students should fill out an online form available via Canvas in the modules section. Forms should be filled out as soon as possible.

Extra Credit

The only extra credit available for this class is to write a play review on any production attended. This cannot be a production in which the student is cast or serving as crew position. This paper can add up to thirty (35) points to the final points summary. Only one extra credit paper may be submitted for the class. Students may not submit an extra credit play review if they have failed the stage crew/shop crew assignment.

COVID-19 Info

Due to the global pandemic resulting from COVID-19, certain adjustments may be made to the course throughout the semester to ensure the safety of students and instructor. Masks are required for class and the lab. All COVID procedures are listed in the Avila Theatre Canvas Page and posted in the Scene Shop. Please reach out with any questions or clarifications. If students need to miss class for COVID related reasons, please discuss with the instructor via email, phone, or Zoom to discuss adjusting the attendance policy.

Environment Open to Inclusivity and Learning

The professor is committed to the growth and learning of all students in the class. Each person is welcomed regardless of their background. The emphasis with each class is on every member of the class, professor included, learning new ways of doing things. Kindness and positivity will always be met in kind.

“Let us learn to live with kindness, to love everyone.” ~Pope Francis

Student Access Services

Avila University views disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, physical, etc.). If you are a student who has (or may have) a disability, please contact the Student Access Office to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom setting. Students are encouraged to register with the Student Access Office as soon as they begin their coursework but may register at any point during their studies. Accommodations, however, are not provided retroactively. Students may contact the Student Access Office by email (DSO@Avila.edu), telephone (816-501-3666), or by stopping by their office located in the Student Success Center in Hodes—lower level of Carondelet Hall (Building #8). Students may also learn more about the Student Access Office by visiting their website at: <https://www.avila.edu/student-services/disability-services-1>.

Assignments/Grade Breakdown

Biographical Object	25
Syllabus Quiz	25
Name/Yr./Major Quiz	25
Saw Horses	75
Paint & Color Project	75
Capture Project	75
Radio Project	75
Careers and Business Quiz	75
Run/Shop Crew	250
Lighting Hours	100
Lab Component	300
Design Project	300
Total Points Possible	1400

Grading Scale⁵

Letter Grade	Percentile	Points
A	90%-100%	1259-1400
B	80%-89%	1119-1258
C	70%-79%	979-1118
D	60%-69%	839-978
F	0.0%-59%	0-838

Outline of Class Meetings

<u>Date</u>	<u>Topic</u>	<u>Assignments/Events</u>
Thursday 8/27	Syllabus & Tools	
Tuesday 9/1	Tools	Biographical Object Due Syllabus Quiz Closes at 11:59pm
Thursday 9/3	Tools	Name/Yr./Major Quiz
Tuesday 9/8	Materials	Discussing Saw Horse Project
Thursday 9/10	Hardware	
Tuesday 9/15	Scenery Construction	
Thursday 9/17	Scenery Construction	
Tuesday 9/22	Scenery Construction	
Thursday 9/24	Final Project Intro	Have Read "I Am Not Batman"
Tuesday 9/29	Scenic Design	Saw Horses Due
Thursday 10/2	Making Model Furniture	
Tuesday 10/6	Ground Plans	
Thursday 10/8	Rigging	
Thursday 10/8	Open Harvey	

⁵ The Professor takes into consideration the overall effort of each student when considering rounding up decimals.

Sunday	10/11	Close & Strike <i>Harvey</i>	
Tuesday	10/13	Paint & Color	
FALL BREAK	10/14-18	No Class	
Tuesday	10/20	Paint & Color	
Thursday	10/22	Electrical Circuits	
Tuesday	10/27	Lighting Instruments	
Thursday	10/29	Lighting Instruments Cont'd.	
Tuesday	11/3	Light Hang/Focus	Paint & Color Projects Due
Thursday	11/5	Lighting Design/Capture	
Tuesday	11/10	Capture	
Thursday	11/12	Sound Waves	
Tuesday	11/17	Sound Effects	
Thursday	11/19	Microphones	
Thursday	11/19	Open <i>Twenty20s</i>	
Sunday	11/22	Close & Strike <i>Twenty20s</i>	
Tuesday	11/24	Mixers and Processing	Capture Project Due
Thanksgiving Break	11/25-29	No Class	
Tuesday	12/1	Speakers and Amplifiers	
Thursday	12/3	Present Radio Project	Radio Projects Due
Tuesday	12/8	Careers in Design/Technology	
Thursday	12/10	Business of Design/Technology	Bonus Review Due Careers and Business Quiz Opens at 10:30am. Lighting Hours Due by 5pm. Quiz Closes on Sunday 12/14 at 11:59pm.
Tuesday	12/15	Final Exam 8:00am-9:50am	Present Design Projects