Intro to Stagecraft

SYLLABUS
THR 241

THR 241 (22055-001) / THR 241L Lab (23653-020)
Mon 11:00a-11:50 am, Wed/Fri 11:00a-12:50 pm
Griffith Fine Arts Bldg, rm 113 Design Lab /Scene Shop

Assistant Professor: Kenneth J. Verdugo
Office: Griffith Fine Arts Building, Room 224
Office hours: Mon/Tue/Fri 9:00-10:50am
Also available by appointment
Office phone: 936.468.1012
verdugokj@sfasu.edu

COURSE DESCRIPTION

A three credit-hour course composed of one-hour lecture/demonstration and four hours of lab per week. Stagecraft is an introductory course that explores techniques and best practices in producing modern theatrical scenery. Topics covered include scene shop and stage safety, scenic construction, shop tool operation and maintenance, introductory painting, props, and basic drafting.

COURSE REQUIREMENTS

Lecture: Periodic assignments, exams, and a comprehensive final exam will be given over material covered in the lecture and demonstration portion of this class.

Practice: Projects will be assigned introducing students to the basic fundamentals of construction and drafting conventions and USITT drafting standards.

Lab: Participation in laboratory work is required. For full credit, you must attend all scene shop laboratory times. A significant portion of your lab grade will be based on your willingness to work diligently and/or put forth effort in a production setting. For more specific information and requirements, please see the “Lab Attendance Policy.”

TEXT

Required:
by Rita Kogler Carver
ISBN: 978-0240820514

Recommended:
by Paul Carter (Author), George Chiang
ISBN-10: 0911747397

EXAMS
- There will be two scheduled mid-semester exams given during the semester (value = 100 pts each)
- The Final Exam is comprehensive (covering history, drafting, tools, technology (value = 200 points)
- FINAL: May 9 (10:30 am-12:30 pm) Griffith Fine Arts, room 113, Design Lab

HOMEWORK
Four homework assignments will be given over the semester. See handouts or D2L for full instructions.

CONTACT INFORMATION
Students may ask questions by email or telephone. Appointments can be made outside of office hours pending availability. It is preferred that email be used for questions outside class time. Do not expect that I will answer instantaneously, but know that all emails and phone messages should be answered within 24 business hours.

In accordance with FERPA policies, I will only use your SFA or D2L email to contact you.

Please note: I will not communicate with students over social media about class or assignments. I will not discuss grades over email, even over D2L. To discuss any concerns, you must make an appointment with me.

REQUIRED SUPPLIES:
Drafting equipment:
- ARCHITECT’S scale ruler
- Triangles 8”-12” (size): 45/45/90 triangle + 30/60/90 triangle,
- lead holder & lead pointer (sharpened) – option: mechanical pencil
- drafting tape or dots
- eraser set (gum, kneaded & plastic erasers)
- Optional eraser shield + lining guide

Please see list posted on Blick U: www.dickblick.com/lists/find-blicku

OPTIONAL SUPPLIES
- Tape Measure (16’-0” minimum, 30’-0” maximum)
- Safety Glasses
- Ear plugs or muffs

MATERIAL SOURCES
Tape measures and PPE: Lowes, Home Depot, etc. Art supplies: Hobby Lobby, Staples, etc.

Supplies may be purchased at a reduced price online at Dick Blick (dickblick.com), Jerry’s Artarama (jerrysartarama.com), Art Supplies Online (artsuppliesonline.com), and Drafting Equipment Warehouse (draftingsuppliesdew.com) among others.

The participation grade includes being prepared with all necessary materials, tools, and equipment for the day.

PROGRAM LEARNING OUTCOMES
1. The student will demonstrate an understanding of theatre history and a variety of theatrical styles.
2. The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
3. The student will demonstrate intermediate competence in one or more theatre specialization(s).

STUDENT LEARNING OUTCOMES
1. Cite variations in theatre space configurations and better gauge their effect on all aspects of producing theatrical productions including safety issues, specialized tools and installed equipment. (PLO #1)
2. Learn to function as a crew member in the development and staging of theatrical productions. (PLO #2)
3. Produce properly constructed scenic elements for a variety of applications. (PLO #3)
4. Contribute to the production of scenery for main stage productions. (PLO #4)

POLICY ON ABSENCES AND TARDIES
It is expected that you will attend all classes. As a theatre professional, failure to attend any work calls or events will result in the loss of work if not dismissal. To reinforce the importance of your prompt attendance to all scheduled work calls, this class is to be treated in the same manner as a job.

In accordance with department and university policies, you will be allowed a total of three (3) excused or unexcused absences. No documentation is required to explain your failure to attend for the first 3 absences.

For additional information on absences, see the cell phone and device policy.
To reinforce the importance of prompt attendance, the accumulation of three (3) tardy arrivals of less than five (5) minutes will be counted as an absence. Additionally, be aware that any tardy arrival of more than five (5) minutes may be treated as an absence.

Be aware that every absence in excess of three (3) will result in your final grade being reduced by half a letter grade per absence and that a total of ten (10) absences will automatically result in a failing grade.

LAB ATTENDANCE POLICY

It is expected that you will attend all shop calls and lab hours promptly, ready to work. All policies mentioned in the “Policy on Absences and Tardies” and “Cell Phone and Device Policy” apply to your lab hours. Additionally, failure to arrive properly dressed for work with all tools, materials, and supplies required will result in being sent home from lab and an absence being recorded. Proper attire for lab attendance includes the following: clothes you will not mind being dirty/painted; closed-toe shoes (athletic shoes or work boots); minimal, if any, jewelry; hair pulled back and/or covered; and use of PPE (Personal Protective Equipment) appropriate to your project.

CLASS CALENDAR

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Subject</th>
<th>Location</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1/16</td>
<td>No Class</td>
<td></td>
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</tr>
<tr>
<td>Wednesday</td>
<td>1/17</td>
<td>Course Introduction/Syllabus</td>
<td>Design Lab</td>
<td>Read Ch 1 (Historical Foundations)</td>
</tr>
<tr>
<td>Friday</td>
<td>1/19</td>
<td>A Brief History and Introduction</td>
<td>Design Lab</td>
<td></td>
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<tr>
<td>Monday</td>
<td>1/22</td>
<td>Theatre Terminology</td>
<td>Design Lab</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td>1/24</td>
<td>Designer Processes &amp; Collaboration</td>
<td>Design Lab</td>
<td>Read Ch 2 (Production &amp; Collaboration)</td>
</tr>
<tr>
<td>Friday</td>
<td>1/26</td>
<td>Principles &amp; Elements of Design</td>
<td>Design Lab</td>
<td>Ch 3 &amp; 4 (Composition &amp; Design)</td>
</tr>
<tr>
<td>Monday</td>
<td>1/29</td>
<td>Safety &amp; Tools</td>
<td>Design Lab</td>
<td>Read Ch 6 (Safety)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1/31</td>
<td>Scenic Materials and Applications</td>
<td>Design Lab</td>
<td>Read Ch 7 (Scenic Tools and Materials)</td>
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<tr>
<td>Friday</td>
<td>2/2</td>
<td>Drafting Tools/Scale Ruler</td>
<td>Design Lab</td>
<td>Ch 5 (Drafting Tools &amp; Techniques)</td>
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<tr>
<td>Monday</td>
<td>2/5</td>
<td>Measurement, Marking, Cut Lists</td>
<td>Design Lab</td>
<td>Read Ch 8 (Building Techniques)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>2/7</td>
<td>Drafting Fundamentals/Conventions</td>
<td>Design Lab</td>
<td></td>
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<tr>
<td>Friday</td>
<td>2/9</td>
<td>Drafting: Orthographical Projection</td>
<td>Design Lab</td>
<td>Drafting Exercises due (value = 40 pts)</td>
</tr>
<tr>
<td>Monday</td>
<td>2/12</td>
<td>Drafting: Design/sketching</td>
<td>Design Lab</td>
<td>Homework: Lettering due (value = 20 pts)</td>
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<tr>
<td>Wednesday</td>
<td>2/14</td>
<td>Drafting: Preliminary Ground Plan</td>
<td>Design Lab</td>
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<tr>
<td>Friday</td>
<td>2/16</td>
<td>Drafting: Preliminary Design Plates</td>
<td>Design Lab</td>
<td>* Homework: Reading (Play #1 TBD)</td>
</tr>
<tr>
<td>Monday</td>
<td>2/19</td>
<td>EXAM #1</td>
<td>Design Lab</td>
<td>EXAM #1 (value = 100 pts)</td>
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<tr>
<td>Wednesday</td>
<td>2/21</td>
<td>Drafting: Elevations</td>
<td>Design Lab</td>
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<tr>
<td>Friday</td>
<td>2/23</td>
<td>Drafting: Elevations</td>
<td>Design Lab</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>2/26</td>
<td>Drafting: Elevations</td>
<td>Design Lab</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>2/28</td>
<td>NO CLASS</td>
<td>No Class</td>
<td></td>
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<tr>
<td>Friday</td>
<td>3/2</td>
<td>NO CLASS</td>
<td>No Class</td>
<td>* Homework: Properties (value = 100 pts)</td>
</tr>
<tr>
<td>Monday</td>
<td>3/5</td>
<td>Drafting: Construction Drawing</td>
<td>Design Lab</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td>3/7</td>
<td>Drafting: Final Ground Plan</td>
<td>Design Lab</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>3/9</td>
<td>Drafting: Final Package</td>
<td>Design Lab</td>
<td>Final Drafting Package due (value = 200)</td>
</tr>
</tbody>
</table>
### SPRING BREAK
- **Saturday March 10- Sunday March 18**: No Class

### WEEK 9
#### TOOL ORIENTATION
- **Monday 3/19**: TOOL ORIENTATION Shop **Homework: Reading (Play #2 TBD)**
- **Wednesday 3/21**: Hand Power & Pneumatic (Group A/B) Shop Read Ch 6 & 7
- **Friday 3/23**: Hand Power & Pneumatic (Group A/B) Shop Read Ch 10 (Special Effects), 15 (Rigging)

### WEEK 10
#### SCENIC CONSTRUCTION
- **Monday 3/26**: EXAM #2 Design Lab EXAM #2 (value = 100 pts)
- **Wednesday 3/28**: Construction demo/cut list, Group A/B Shop Read Ch 8 (Building Techniques)
- **Friday 3/30**: EASTER BREAK No Class

### WEEK 11
- **Monday 4/2**: Flat construction (framing). Group A Shop
- **Wednesday 4/4**: Flat construction (framing) Group A/B Shop
- **Friday 4/6**: Flat construction (skin & fill) Group A/B Shop Scenic Flats due (value = 40 pts)

### WEEK 12
#### MODEL BUILDING
- **Monday 4/9**: Flat construction (skin & fill) Group B Shop **Research presentation: play #2 (100 pts)**
- **Wednesday 4/11**: Model building (all) Shop
- **Friday 4/13**: Model building (all) Shop Study Model due (value = 40 pts)

### WEEK 13
#### PAINTING
- **Monday 4/16**: Finish Model (all) Shop Read Ch 9 (Scenic Painting & Tools)
- **Wednesday 4/18**: Paint INTRO: WOODGRAIN Shop WOODGRAIN - Paint sample (value = 10)
- **Friday 4/20**: Paint: MARBLE + STONEWORK Shop

### WEEK 14
- **Monday 4/23**: Paint: MARBLE + STONEWORK Shop MARBLE - Paint sample (value = 10 pts)
- **Wednesday 4/25**: Paint: STONEWORK Shop STONE - Paint sample due (value = 10 pts)
- **Friday 4/27**: PICTORIAL (Pounce Pattern) Shop **Homework: Concept Statement (100 pts)**

### WEEK 15
- **Monday 4/30**: Paint: PICTORIAL Shop
- **Wednesday 5/2**: Paint: PICTORIAL Shop
- **Friday 5/4**: Paint: PICTORIAL Shop Paint PICTORIAL due (value = 50 pts)

### FINALS WEEK
- **Wednesday 5/9**: FINAL EXAM 10:30 am-12:30 pm Design Lab FINAL (value = 200 pts)

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A and B groups will be announced in class and posted on D2L. A and B block times will be explained.
Confusion about times should be cleared in advance and will not excuse tardiness or absence on class days.
*Be aware that the schedule may change. No less than 24 hours’ notice will be given of changes in the syllabus.*

**PROJECT DESCRIPTIONS:**

Exam #1, #2 =100 points each (200 points total)
- Ensuring proper material retention and comprehension, two (2) exams will be given over the course of the semester. Mid-semester exams are not comprehensive.

Final Exam = 200 points
- The final exam will be a comprehensive exam. The final will cover all lecture, demonstrations, and content provided over the course of the semester. It will ensure proper understanding of the basics of safety, construction, materials and hardware, painting, props, drafting basics, and all other content provided.

Drafting Exercises = 40 points
- Four or more exercises intended to introduce students to the basic concepts and standards of drafting.
Drafting Package = 200 points
These projects will include a ground plan, multiple front elevations, and single construction drawing of a unit. Drawings will be based on the student’s interpretive designs and individual sketches based on a given play.

Homework = 320 points total
• Lettering (20 pts)
• Properties list/presentation (100 pts)
• Research presentation (100 pts)
• Director’s Concept statement (100 pts)

Painting Projects = 80 points

Model Building = 40 points

Construction Projects = 40 points

Participation = 40 points
Theatre, like all industries, rewards those who come prepared and maintain their good attitudes. The student’s participation grade will be based on their participation in classroom discussions and activities as well as their preparedness for work. Failure to read materials due, bring proper tools and materials, and negative attitudes will result in loss of points.

Lab Participation = 40 points
Theatre is best learned through a combination of theory and practice. The student’s participation in lab hours in the scene shop will ensure a well-rounded exposure to theatre practices, materials, and conventions. For full points, students are expected to be present and participate in all scheduled labs and complete all lab projects successfully. For full points, students must attend all shop days. Lab participation may also include work on stage (Turner Auditorium) in support of current productions.

TOTAL: 1200 points

GRADING POLICIES
The following grading standards will be applied:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent work</td>
<td>100-90%</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>89-80%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>79-70%</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>69-60%</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

LATE WORK
No late work will be accepted without prior authorization. Failing to contact me in person, by email or phone in advance will be factored into your grading. If you are absent for a school-related appointment or event, arrangements must be made 48 hours in advance for full consideration. If you are absent on the day an assignment is due, you must contact me to arrange the grading of the assignment. Failure to do so will result in loss of points or a failing grade.

Work turned in after the due date will be penalized by reduction of one letter grade per class after due date.

WITHHELD GRADE POLICY
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes and “F”. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
ACADEMIC INTEGRITY POLICY

Academic dishonesty includes both cheating and plagiarism and will not be tolerated in this class.

Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class
- falsification or invention of any information, including citations, on an assignment
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were your own.

Examples of plagiarism include, but are not limited to:
- submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another
- submitting a work that has been purchased or otherwise obtained from the Internet or another source
- incorporating the words or ideas of an author into one's paper or presentation without giving due credit

If found to be in violation of this University Policy, the student may receive punishments ranging from failing grades to dismissal from the University.

ACCEPTABLE STUDENT BEHAVIOR

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom.

Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

CONCEAL AND CARRY STATEMENT

In the interest of preserving a safe classroom environment for all students, if you are licensed to carry a handgun and choose to do so on campus, it is requested that you consider refraining when participating in any laboratory and/or stage production work. The law states that any institution of higher learning “…may not adopt any rule, regulation, or other provision prohibiting license holders from carrying handguns on the campus of the institution.” As such, your instructor cannot ban concealed carry in the classroom since none of our spaces have not been approved for any kind of prohibition. Instead, it is requested that you use your best judgement and remember that should you choose to carry, your weapon must be in your possession (on your body or secured in a backpack or other type of bag) at all times. Should your weapon be visible at any time, you may be referred to campus security and your grade may be affected.

CELL PHONE AND DEVICE POLICY

Cell phone use is not allowed in this class. If you need to take a call for any reason, you must leave the class for the rest of the day and will be counted absent. If you choose to take notes on a laptop or tablet, please sit in the back of the classroom to avoid disrupting other students. Typically for this class, the use of a laptop or tablet are not needed. I cannot stress enough that texting, other phone use, and/or disruptive phone noise will result in an absence for the day. This is true in the lecture and the lab portions of this class.

ACCOMODATION STATEMENT

If you are a student with a disability who will require accommodation(s) to participate in this class, please contact me as soon as possible. You will be asked to provide documentation from the Office of Disability Services. To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS) in the Human Services Building, Room 325 (ph: 468.3004, TDD: 468.1004) as soon as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to make the request in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/
Respect for Diversity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Please note: In our structured and/or unstructured discussions and dialogues, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our own ideas and experiences. While I encourage you to formulate and express your thoughts and opinions throughout the semester, discriminatory remarks will not be tolerated and may constitute disruptive behavior under the student code of conduct. I welcome and encourage suggestions students may have pertaining to the sensitive topic.

TEXTS

Required:

by Rita Kogler Carver
ISBN: 978-0240820514

Recommended:

*The Backstage Handbook: An Illustrated Almanac of Technical Information 3rd Edition*
by Paul Carter (Author), George Chiang
ISBN-10: 0911747397