Intro to Stagecraft  

SYLLABUS  
THR 241  

Intro to Stagecraft - 22055 - THR 241 - 001  
Intro to Stagecraft Lab - 23653 - THR 241L - 020  

Class 11:00 am - 11:50 am M L. E. Griffith Fine Arts 113 Jan 15, 2020 - May 08, 2020 Lecture  

Mon 11:00a-11:50 am, Wed/Fri 11:00a-12:50 pm  
Griffith Fine Arts Bldg, rm 113 Design Lab or Scene Shop  

Assistant Professor: Kenneth John Verdugo  
Phone: (936) 468-1012  
E-mail: verdugokj@sfasu.edu  
Office: FA 224  
Office Hours: 9-10:50am M/W, 12:30-1:50 pm TH or by appointment  

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  

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)  

HOMEWORK  
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 as quickly as possible.
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 (sharpeners) – 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/](http://www.dickblick.com/lists/find-blicku/)

MATERIAL SOURCES
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 understanding of technical theatre history/conventions and diverse theatrical styles.
2. The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships (e.g. design disciplines).
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 absentee.

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.

**PROJECT DESCRIPTIONS:**

*subject to change as needed

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

**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.

I. SIGHT UNSEEN:

Properties Projects/Director’s Statements = 300 points

1. Properties list - individual submission to Dropbox (50 pts)
2. Props Research & Presentation - individual submission (100 pts)
3. Concept Statement (Director’s concept for design team) (75 pts)
4. Director’s Note (Director’s note to Audience - Program) (75 pts)

II. DRAFTING:

Learning to read a Scale Ruler
Lecture & demonstration and discussion (see handouts, D2L docs & links, and personal daily notes)

Drafting Exercises
Several exercises intended to introduce students to the basic concepts and standards of drafting (25 pts each - TBD)

Drafting Package (175 points *subject to change - TBD)
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 set criteria.

1. Lettering (25 pts) 2. Sketching (25 pts) 3. Final ½” scale elevations (100 pts)
4. Final Ground Plan (25 pts) 5. Construction Drawing (if time allows)

III. MODEL:

Model Building (based on final drafting package) (100 points *subject to change - TBD)

IV. SHOP / CONSTRUCTION:

Construction Projects (200 points *subject to change - TBD)

V. PAINTING:

Painting Projects (200 points *subject to change - TBD)

VI. MISCELLANEOUS (TBD):

• Knots (45 pts - subject to change - TBD)

Participation = 35 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.
Lab participation may include work on stage (Turner Auditorium) or in scene shop in support of current productions.

**GRADING POLICIES**

The following grading standards will be applied:

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage Range</th>
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</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>
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<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>59% and below</td>
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**LATE WORK**

Late work will not be accepted without prior authorization. Failing to contact me in person or by email, 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.

**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 GPA.

**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.

**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.

STATEMENT OF DIVERSITY
This class engages material covering a diverse range of race, color, religion, national origin, ancestry, sex, gender, age, marital status, familial status, sexual orientation, and disability. Some of these materials may be offensive by contemporary standards. Their inclusion should not be interpreted as condoning discriminatory behaviors, and is intended to be engaged critically within the political and social contexts of the time in which the material was produced. Further, the expression of discriminatory remarks by students within the classroom or within submitted assignments will not be tolerated and may constitute disruptive behavior under the student code of conduct. Further, the expression of discriminatory views or language by students within the classroom or within submitted assignments can, at the discretion of the instructor, result in punitive measures, ranging from failure of a specific assignment to failure of the class and/or disciplinary action.

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.

ACCOMMODATION 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/