

# Stagecraft

MWF 8:00-8:50 FA 137

Instructor: Michelle Harvey

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## THEA 1304-001

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### Course Description:

- An introduction to all areas of theatre craft, technology, and production. The development and application of technical skills, production organization, and an orientation to production facilities, equipment, and materials.

### Student Learning Outcomes:

- 1) The student will be able to discuss and define the basic terminology and principles in theatrical production work including those used in scenery, lighting, and sound.
- 2) The student will be able to demonstrate use of the scene shop tools.
- 3) The student will be able to discuss and demonstrate techniques used in the construction of scenic and rigging elements.
- 4) The student will be able to discuss and analyze materials used for scenic construction used in traditional and non-traditional ways.
- 5) The student will be able to analyze basic theatrical drawings including ground plans and sections.

### Text:

Stagecraft Fundamentals, 2<sup>nd</sup> Edition: Rita Kogler Carver, ISBN: 978-0240820514

### Required Supplies: There are no required supplies other than a notebook/pencil/pen to take notes.

- **Lateness and Attendance Policy:** Students arriving late to class seven (7) minutes after the starting time of the class will not be added to the attendance sheet and will be counted absent for the day. Students arriving during the first seven (7) minutes will be marked as late. You will lose 2 points from the attendance grade every time you are late. Arriving late three (3) times will count as one absence. The first three (3) absences are excused whether for personal or health reasons; each subsequent absence, will result in the deduction of grade points from attendance grade points for the course as follows: fourth absence deduct 25.0 points; fifth absence deduct an additional 25.0 points (50 cumulative points); sixth (6) absence deduct an additional 25 points (75 cumulative points). **-More than six absences will result in the FAILURE OF THE CLASS at the instructor's discretion.**
  - If you are ill, miss class and present a doctor's statement attesting to your illness, then you may make up missed work. HOWEVER, it only means that you have used up one of your ALLOWED absences. It does NOT mean that you are allowed an "extra" excused absence besides the three (3) allowed. You are advised to drop this course if you are absent on a continuing basis.

- At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. **As the instructor of this section, I have ABSOLUTELY chosen to take attendance and all elements cited in this Required Attendance Policy are absolutely crucial to student success in this course.** However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

## Lab Policy:

Portions of the course will be hands on activities. Please wear appropriate attire including long pants and closed toe shoes on the dates specified. There is the potential to get dirty and or stained. If you are not required to sign the online lab safety rules for practicum, you must do so before the Tools lab on **January 26**.

## Grades:

- Five quizzes:
  - Tool Quiz = 50 pts.
  - Drafting Quiz = 50 pts.
  - Lighting/Sound Quiz = 50 pts.
  - Rigging/Construction/Stage Equipment Quiz = 50 pts.
  - Knots Quiz = 50 pts. (quiz done in class)
- Tool Usage Checklist = 50 pts.
- Two Exams:
  - Midterm Exam = 100 pts.  
Based on material learned up to and including the last day of class before midterm.
  - Final Exam = 200 pts.  
Based on material learned throughout the semester.
- Attendance = 100pts

TOTAL = 700 pts.

- A = 100% - 90.0%
- B = 89.99% - 80.0%
- C = 79.99% - 70.0%
- D = 69.99% - 60.0%
- F = 59.99% - 00.0%

There is always the possibility of a pop quiz or two that will be added to your overall grade. There is no make-up for pop quizzes. **Major quizzes (with the exception of the knots quiz) and exams will be administered through Blackboard during the class meeting time. However, we will not meet as a class on these days. If you miss the scheduled time, you will not be able to make up the exam or quiz except for emergency situations. It is your responsibility to have a reliable Internet connection to take the quiz or exam.**

**Blackboard:** Course materials and grades will be available via Blackboard. Also, most quizzes and exams will be administered through Blackboard. <https://elearn.uta.edu/webapps/login/>

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. For undergraduate courses, see [http://www.uta.edu/catalog/content/general/academic\\_regulations.aspx#10](http://www.uta.edu/catalog/content/general/academic_regulations.aspx#10)

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. (<http://www.uta.edu/aao/fao/>).

**Theatre Arts Attendance/Production Duty Policy:** Students who fail to meet class attendance requirements may be removed from acting, directing, design, and/or stage management positions for the current semester's productions at the discretion of the department chair.

**Conferences/Auditions:** Department of Theatre Arts majors are encouraged to participate in theatre conferences and graduate school auditions. However, Theatre Arts majors are required to submit an excused absence request to the instructor no less than two full weeks prior to the conference/audition in order for the instructor to consider granting an excused absence. Such notification must be in writing and support documentation will be required to verify the Theatre Arts major's attendance, completion and/or successful (or professionally worthwhile) participation in said conference or audition. All students are expected to complete all coursework (as stipulated in the syllabus) and all course requirements (as stipulated by the syllabus) in a timely manner (the term "timely manner" will be defined/specified by the instructor at the time the Theatre Arts major submits their excused absence request to the instructor for initial consideration). At the discretion of the instructor, class participation grades may be affected; therefore, Theatre Arts majors are advised to fully consult with the instructor prior to engaging in such activities.

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Student Support Services Available:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** : (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

#### **Academic Integrity:**

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Lab Safety Training:** Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Electronic Communication Policy:** The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. **Students are responsible for checking their MavMail regularly.** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

#### **Final Review Week**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When class meets in the theatre or scenic studio the exit is located either through the greenroom, main theatre doors or through the scenic studio depending on which room you are in. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

# STAGECRAFT SCHEDULE Spring 2018

Schedule is subject to change. The instructor will offer as much advanced notice as possible

<b>Week 1</b>	<b>Week 10 - MavLab opens March 22</b>
	3/19- Lighting
1/17 - Syllabus - Intro	3/21- Lighting
1/19- Shop Safety/Tools intro	3/23- <b>Lighting</b> - Mainstage
<b>Week 2</b>	<b>Week 11</b>
1/22- Power Tools	3/26- Painting
1/24- Power Tools, cont.	3/28- <b>Painting</b> - shop
1/26- <b>Power Tools</b> - Lab appropriate clothing <b>Make sure you have signed online shop safety guidelines.</b>	3/30- Sound (Last day to drop classes)
<b>Week 3</b>	<b>Week 12</b>
1/29 - <b>Power Tools</b> - Lab appropriate clothing	4/2- <b>Lighting/Sound Quiz</b>
1/31- <b>Power Tools</b> - Lab appropriate clothing	4/4- Theatre types and stage equipment
2/2- Hand Tools	4/6- <b>Theatre types</b> - Mainstage
<b>Week 4</b>	<b>Week 13</b>
2/5- Hand Tools, cont.	4/9- Construction - Flats
2/7- <b>Hand Tools</b> - shop	4/11 - Construction -Platforms / Stairs
2/9- <b>Tools Quiz - On Blackboard</b>	4/13- <b>Region I UIL contest- no class</b>
<b>Week 5</b>	<b>Week 14 - 100 Brains opens April 18</b>
2/12- Materials- Lumber/Steel	4/16- Rigging systems
2/14- Materials- Fabrics/ Plastics	4/18- <b>Counterweight system</b> - Mainstage
2/16- <b>Materials</b> - Shop	4/20 - Rigging to fly
<b>Week 6</b>	<b>Week 15</b>
2/19- Materials- Hardware	4/23- <b>Rigging/Construction/Stage Equipment Quiz</b>
2/21- Materials- Hardware continued	4/25- Ropes and Knots
2/23- <b>Hardware &amp; Fasteners</b> - Shop	4/27- Ropes and Knots
<b>Week 7 - Opera opens Feb. 27</b>	<b>Week 16</b>
2/26- Scale	4/30 - Ropes and Knots practice
2/28- Drafting Tools / Exam Review	5/2 - <b>Knots Quiz</b>
3/2- <b>Midterm Exam</b>	5/4 - Exam review - last day of class
<b>Week 8</b>	<b>Final Exam</b>
3/5- Drafting- Line weights/types	<b>Friday May 11, 2018</b>
3/7 - Drafting/ Reading Construction drawings /	<b>8:00am - 10:30am</b>
3/9- <b>Drafting Quiz</b>	<b>Will be administered on Blackboard</b>
<b>Week 9 - Spring Break / USITT</b>	