ENG 228 – Stagecraft (3 credits)

Spring 2018
Section #L111
TR 3:30-4:45
Room: Fontaine 101 & Nelly Goletti Theatre

Dr. Eileen Curley
Eileen.curley@marist.edu
Office: Fontaine 214 x2536
Office Hours: TR 12-2, W 2-3

Course Description:
This is an introductory course in theatrical stagecraft. We will explore the tools, techniques and approaches used in technical theatre and design, and we will implement many of these concepts through hands-on projects and in-class assignments. A thorough understanding of the theatrical space and physical apparatus is crucial for understanding the complexities of theatrical scripts. The course format will be a combination of lectures, discussions, workshops, and laboratories, all of which require active student participation and preparation. There are no pre-requisites for this course.

Course Philosophy:
As with other theatre courses, the study of stagecraft requires a willingness to take creative risks within a safe environment. Students will thus be challenged to try new techniques and use new tools while supporting each other and observing safety rules. It is imperative that students commit fully to the theatrical endeavor and remain focused while working. Theatre is an inherently collaborative art form, and this course requires that all students be attentive and supportive collaborative artists who are respectful of colleagues and equipment. In order to grow as artists in a community, we must learn to try out ideas, give and receive constructive feedback, and step back to analyze our world and productions and our roles in them; this growth can only happen in a respectful environment.

Course Objectives:
At the completion of this course, students should have a greater capacity to:

- Be conversant with the tools, materials, and techniques used in technical theatre production, with a focus on scenery and lighting (materials & hardware, types of scenery and equipment, etc.)
- Be conversant with the practicalities of implementation those tools, materials and techniques in theatrical production work (theatre math, construction and moving techniques, electricity, instrumentation, etc.)
- Be able to read and produce theatrical drawings and paperwork
- Be able to translate design ideas into theatrical drawings and paperwork
- Be conversant with the skills and responsibilities of technical theatre practitioners
- Be able to work on projects in a knowledgeable and safe manner

Required Texts:

- Gillette: *Theatrical Design and Production*. The 7th has been ordered, but the 6th will serve your needs. If you have an earlier edition, then be sure to make sure that you are reading the correct chapters for a particular topic; chapter numbers may have changed between editions.
- Carter: *The Backstage Handbook*, 3rd.
- Additional readings will be available through links provided on iLearn.

In addition to texts, there are a number of supplies required for this course. If the Marist bookstore cannot stock these supplies, then shopping lists for local and online retailers will be provided.

Required Supplies:

- **Shop & Class Work:**
  - Tape measure (12' or longer)
  - Wooden pencils
  - Closed-toe rubber-soled shoes (crocs, canvas, ballet flats, etc., are not suitable)
  - Work clothes (will be exposed to paint, sawdust, roofing compound, etc.)
- **Drafting & Art Supplies**:
  - Architect's scale rule (make sure that you get an *architect's* scale rule)
  - 0.5mm mechanical pencil
  - Drafting triangles (30/60 degree and 45 degree) & a protractor
  - Drafting erasers (white)
  - Drafting tissue and vellum. (You might want to purchase a package with a classmate and share. Use tissue for working drawings; use vellum for final submissions.)
- **Drafting boards and T-squares will be available on loan from the department.**

Recommended Supplies (all are available in the shop, but you may want your own):

- 8" crescent wrench
- Work gloves (**not** gardening gloves)
- Safety goggles & hearing protection

Attendance, Class Locations & Shop-Specific Accommodations:

By enrolling in this course, you have implicitly agreed to be a present and active member of this class. Production work and other extra-curricular activity are not valid excuses for missing class or being unprepared. Be present physically and mentally.

Failure to attend work lab hours, failure to actively participate in work calls, and failure to attend class sessions with in-class work will result in grade penalties. See each relevant section for the consequences.

Class Meeting Locations:

The class will meet in FN 101 on Tuesdays and many Thursdays, but on select days throughout the semester, we will be meeting in the Nelly Goletti Theatre in the Student Center (3rd floor). The schedule notes the Nelly G days as "Theatre," and you should wear appropriate shop attire on those days (see below). We will not always be getting dirty on those days, but the shop is a working space and you will encounter sawdust and wet paint regularly. There may be occasional days when class meets in FN 101 when you will also want to wear pants and good shoes. These will be announced.

Accommodations & Shop Work:

If you have any concerns whatsoever about conducting the work required for this class, then contact me early in the semester so that we can make reasonable accommodations. These concerns may run the gamut from vertigo to religious sartorial requirements to latex allergies. *Let me know*. Do realize, however, that certain conditions may limit your ability to participate in certain activities. (Ex: if you have serious vertigo or are wheelchair bound, then you will not be permitted to work on ladders; instead, we will adjust equipment heights and assignments to standing height or chair height.) We will do our best to provide a full experience for you, but this cannot happen without open communication.

Safety Rules:

Your safe and conscientious operation of all theatrical equipment is presumed. To assist you with this charge, please observe the following:

Attire & PPEs: When working in the theatre, you must observe the following safety rules. Your attire can be a safety hazard as it can get caught in tools & equipment. Do not put yourself in danger.

1. Do not wear loose or baggy clothing.
2. Tie up long hair.
3. Wear sturdy closed-toe shoes with rubber soles.
4. Wear pants. Shorts are permissible, but skirts are not allowed as they can get caught in tools.
5. Take off jewelry.
6. **At all times**, wear the PPE (personal protective equipment) appropriate to your task. (Ex: goggles, hearing protection, face masks, respirators, hard hats, gloves, etc.)

Substance Abuse: There is a zero tolerance substance abuse policy for this course. Impaired operation of equipment puts the entire crew in danger. If you arrive altered to any work call, lab, or class session, then you will be sent home.

CELL PHONES ARE BANNED FROM THIS COURSE.

- **Distracted theatrical equipment operators are dangerous theatrical equipment operators.** Your life and the lives of your collaborators are far more important than any text or phone call. Thus, cell phones are banned from this course. Leave the phone in your bag & turn off the ringer. **If I see a phone during class or lab, then your course grade will drop a full letter grade for each instance. Do not test this policy. Use of a cell phone during shop hours is a flagrant safety violation.** Get used to not having it around by never having it out in class.
- **This course follows IATSE's union rules about cell phones:** The only time you may use a personal cell phone is off-stage/ out of the shop during a meal break or an announced crew work break.

A Note about Equipment Operation:

- You will be required to pass a tool qualification on each of the major tools in the shop before you will be permitted to operate the tool.
- Even if you have worked in the shop in past semesters, you must successfully pass a tool qualification at the start of this semester.
- If at any point you feel unsafe, then you should immediately notify your supervisor.
- In particular, if you feel uncomfortable operating a tool, even after tool qualification, then you should safely cease operating the equipment and speak up.
- If at any point you are unsure about the operation of a piece of equipment, then you should immediately notify your supervisor.
- Follow all safety rules at all times.

Graded Assignments:

Classwork and Homework 20% (200 points):
A variety of in-class and/or on-line exercises, pop quizzes, and homework assignments covering all course objectives will make up this grade. These assignments may or may not be announced in advance. Your lowest score on one of these assignments will be dropped. Make-ups will not be given & late homework will not be accepted for credit. Please note that assignments will be worth different amounts.

Scheduled Quizzes 10% (100 points): To ensure that you are mastering the concepts covered in this course, there will be two scheduled quizzes worth 50 points each. These quizzes will take a significant portion of the class period and are listed on the syllabus. Each covers your ability to identify and work with practical applications of tools, materials, and techniques as they pertain to subjects such as electricity and the geometry of theatrical construction. Make-up quizzes will not be given.

Exams 40% (400 points):
There will be two exams in this course, a midterm worth 200 points and a final worth 200 points. These exams will cover all course objectives. Make-up exams will not be given.

Drafting Project 10% (100 points):
For this assignment, you will be working with skills learned in class and will be building upon smaller drafting homework to measure and draft a location on campus. You will be producing a sectional, a ground plan, and construction elevations for this assignment. This project assesses all course objectives.

Design Project 15% (150 points):
The nature of this project will be determined once students' interests are gauged. In past semesters, this project has been a theoretical design project or it could be a practical project developed in conjunction with campus offices. No matter the end result, the project will include a sectional, a ground plan, construction elevations, design concept, research, and, if a practical project is chosen, the final product. This project assesses all course objectives.

Laboratory/ Production Work Assignment & Response Paper: 5% (50 points)
This course has a laboratory/ production work component that is designed to introduce you to the practicalities of course content and will cover all course objectives. Please dress appropriately for shop work, and know that you will be working with other faculty and students from campus throughout this assignment. This segment includes a 600-word response paper wherein you will connect your experiences to the course objectives.

For this option, you need to complete 10 laboratory hours in the scene shop before week 13, assisting with the various day-to-day and show-based tasks of running the theatre. You will be able to sign up for hours in advance and according to the needs of your schedule, but do not wait until April to complete these hours, or you might find yourself cleaning paint buckets for days on end. (While calming and therapeutic for an hour, bucket patrol is not something to aspire to do.) When you sign up for slots, you have made a commitment to come in during those slots; keep in mind that we plan shop projects based on who will be coming to the shop each day and prefer to allow you to see a project through from start to finish if at all possible. The stagecraft class will be assigned to particular projects as needed.

Assignment Submissions:

- Please note: I do not accept assignments submitted via e-mail. Written assignments are due in class or on iLearn. See the individual assignment sheets for submission instructions.
- iLearn will only process papers in .doc, .docx and .pdf format. Pages users: export to one of these file types. Failure to submit a readable file by the due date will result in late penalties accruing.
- iLearn will send you an email confirming your assignment submission. If you do not receive this message, then be certain to go back into the system to check your submission status.

Late Assignments:

In fairness to students who meet deadlines, ***major assignments handed in at any time after the due date & time will be reduced by one full letter grade*** (10% of the point value of the assignment) for each 24-hour period that it is late. Homework and in-class work will not be accepted late. No assignments will be accepted after the beginning of the last day of class and no incompletes will be granted unless an emergency situation develops. *It is your responsibility to contact me regarding any coursework assigned in classes you miss and to turn all assignments in on time*. If you know in advance that you will miss a class, I expect you to make arrangements to hand the work in on time and get notes from a classmate.

iLearn, E-Mail, Etiquette and Other Policies:

- All readings not available in book format will be posted on iLearn. *Consult your schedule*.
- You are in class to learn; be here mentally and physically. Take notes. **Shut off the phone**.
- A separate handout about how iLearn will be used in this course will be distributed. Ask if you have questions.
- I will use e-mail to communicate with you. Please check your Marist e-mail regularly or set up forwarding.
- Kindly put the course number in the subject line of your e-mail messages, especially if you are not using your Marist account. With all the spam in my inbox, messages entitled "OMG Help!" run the risk of deletion.
- While e-mail is a great communication tool, please remember that you are still addressing a professor. If you respect yourself and present yourself respectfully, the world will take you more seriously than it would if your communications are incomprehensible, full of typos, or generally rude. Remember, it is in print.
- Please do not email within 24 hours of our class meeting and expect that I will have time to read and respond. I check email at least once daily on weekdays, but expect a delay on weekends and nights.
- If you need a quick answer or need to ask a long question, then come to my office hours.
- Grades on assignments are not negotiable; if you have questions about an assignment or your grade in the class, then you need to come into my scheduled office hours *with your assignments*. Federal law prohibits faculty from discussing grades over email.
- Unclaimed assignments will only be held until the end of the following semester.

Contact Information for the Marist Theatre Shop Supervisor:

James Steinmeyer runs the scene shop, and he will be leading you in some of your shop work. Should you need to contact him for any reason, his email is: james.steinmeyer@marist.edu

Materials used in this course may be subject to copyright protection.

Special requirements or accommodations:

- If you have any condition that will make it difficult for you to carry out the work as I have outlined it, or which will require extra time in testing situations, please notify me *within the first week* of the class so that appropriate arrangements can be made. An early heads up allows us to work with your situation; a last-minute plea rarely does.
- If you have a disability or other medical condition requiring specific accommodations, please speak with Special Services (SpecServ@Marist.edu) in order to obtain their assistance and intervention on your behalf. The office provides services that can significantly enhance your learning experience. If you are using their assistance, please notify me early in the semester so that we can be sure that we are working to create an optimal learning environment.
- Extended absences (more than one class period) must be cleared through CAAS.
- If your observance of a religious holiday conflicts with the course schedule, you must also notify me *at least two weeks prior to the holiday* so that appropriate arrangements can be made.
- Participation in college-sponsored activities does not excuse you from your responsibilities as a student in this course. You know your schedules ahead of time. Plan accordingly.

Academic Honesty:

The currency of higher education is knowledge and ideas. This exchange of information allows us to improve society and ourselves, but we cannot grow unless we first admit that we need to rely on the thoughts of others to generate our own ideas. When you use someone else's ideas, you must cite that person. When in doubt, cite. Do not replicate or trace other people's design work. ANY STUDENT FOUND TO BE IN VIOLATION OF THE MARIST COLLEGE STUDENT HANDBOOK ACADEMIC HONESTY CODE AS IT PERTAINS TO OUR CLASS WILL AUTOMATICALLY RECEIVE A ZERO ON THE ASSIGNMENT AND MAY FACE FURTHER SANCTIONS, INCLUDING FAILURE IN THE COURSE.

If you do not understand how to properly cite sources or how to differentiate an homage from intellectual property theft, *please contact me* and I will gladly walk you through that minefield.

Turnitin: While much of the work for this class will be done by hand, on paper, some typed assignments will be submitted via iLearn to Turnitin.com. Use of Turnitin is mandated for this course. Turnitin is a service used by Marist College faculty to compare a student's written work with its very large database of sources, student papers from other institutions, and the like, to check for originality. Work submitted to Turnitin will be used only for purposes of assessing originality, and will not be shared beyond Turnitin or used for any other purpose. Students must submit all assignments to Turnitin through the regular iLearn submission process. Students who wish to remove their personal identifying information (name, student identification number, etc.) from the submitted file may do so but must notify their professor ahead of submission. Work submitted through iLearn in this course will not be reviewed by the Professor or maintained by the College unless and until the Turnitin process is completed.

Grading Scale

A	=	1000-930 points	Outstanding	C	=	769-730 points	Satisfactory
A-	=	929-900 points		C-	=	729-700 points	
B+	=	899-870 points	Very Good	D+	=	699-670 points	Unsatisfactory
B	=	869-830 points		D	=	669-630 points	
B-	=	829-800 points	Good	D-	=	629-600 points	
C+	=	799-770 points		F	=	Less than 600 points	Failure

Please note that the course schedule is subject to change based on our progress, although readings and assignments will never be due before the published due date.

Navigating iLearn for this Course:

Resources Tool

The resources section will have a number of folders that contain readings, supplemental handouts, etc.

- When the course schedule says that there is a reading on iLearn, you will want to go to Resources and open the appropriate document or folder. Use your schedule as a guide.
    - Sometimes, you will have an entire folder dedicated to a particular class session; in this case, read everything in the folder.
    - Sometimes, folders will have a "Read Me First" document – do so. That document will explain what you need to read and what you need to use as reference material.

Forums Tool

Forums will be used in this class in primarily four ways:

- As part of an assignment.
    - For example, if there's a particular need for you all to share clips or information with each in advance of a class period, then a forum will be set up to facilitate communication.
- Group communication center
    - If you are assigned to a group project or a working group of any kind, you will have a forum set up for your group. This will allow for easy file transfer & communication within the group.
- Exam review and prep
    - Have a question to which everyone might want to know the answer? Ask it here.
    - In some courses, there will be an assignment to create mock exam questions for a quiz grade.
- In the event of a class cancellation or the need to have an extended conversation
    - If a class is cancelled, exercises or discussions may be found in the forums. Check your email – sometimes, you will have an assignment that does not include a forum discussion.

Assignments Tool

Instructions for written assignments will be listed under this tool. Much of the written work for this class will be submitted to the Assignments Tool.

- Select the correct Assignment and be sure to upload your work in an accepted file format
    - *ALWAYS go back into the assignment and make sure that the file upload worked. It is your responsibility to make sure that your uploads are successful and completed on time.*
    - Mac users: please do not upload .pages files. I will not be able to read them. Export to .doc
- Occasionally, I will put Assignment instructions up here for assignments that are to be turned in on paper in class; this is for your convenience – so that all assignment instructions are in one place on iLearn.
    - Materials that will form the basis of in-class workshops or exercises generally need to be brought to class. Papers generally get submitted electronically.
    - The course schedule & each assignment will detail all of this for you. Confused? Ask.

Feedback and Grades: Where can I find it? When?

- Written feedback on your assignments is more crucial for development and progress than simple numerical grades. Be sure that you are logging in, downloading and reading your feedback.
- Feedback will either be on the assignment, if handed back to you in class, or available electronically in the Assignments tool, under the appropriate assignment.
- I will announce in class or sometimes over email when feedback is available; you may receive an individual email generated by iLearn as well.
- Depending on the assignment, you might see an attachment that contains digital feedback typed directly onto your assignment, an attachment that contains digital feedback on a rubric, or you might see feedback in the assignment comment box in iLearn itself.
- All grades will be visible in the gradebook after assignments are returned
    - Please note that the gradebook will not calculate your overall course grade for you until close to the end of the semester. You can use the syllabus & the gradebook data to estimate your grade at any point during the semester, but keep in mind that your grade may fluctuate.

Stagecraft Course Schedule

			Topic	Where	Readings (G=Gillette; BH=Backstage Handbook)	Work Due (does not include homework sheets
1.1	T	1/16	Theatrical Spaces & Intro to the Course			
1.2	R	1/18	Theatrical Spaces & Shop Safety	Theatre	G Ch 4 & BH 257-269; dress for shop work	
2.1	T	1/23	Event Safety & Ethics		iLearn Safety & Ethics Files	
2.2	R	1/25	Budgets, Production Management & Crews		G Ch 1 & iLearn: *Spiderman* & PM files	
3.1	T	1/30	Tools		G Ch 10 & BH Tools	
3.2	R	2/1	Materials & Hardware		G Ch 10 & BH Hardware and Materials	
4.1	T	2/6	Shop Math: Geometry & Fractions		bring scale rule	Team Challenge Assignment
4.2	R	2/8	Tools, Materials, and Hardware Team Challenge	Theatre	Dress for shop work	
5.1	T	2/13	Scenic Construction: Flats & Drops		Ch 11	
5.2	R	2/15	Platforms, Stairs, Legs, and Joining		Ch 11 & rev Ch 4	
6.1	T	2/20	Scenic Construction & Shop Math Quiz		bring your scale rule to class	Quiz in class
6.2	R	2/22	Advanced Construction Challenges & Rigging		Ch 11 & rev Ch 4 & BH Rigging	
7.1	T	2/27	Drafting, Drawings & Communication Tools		Ch 22 & 7; bring scale rule	
7.2	R	3/1	Design Process & History		Ch 2, Ch 3 & Ch 5	
8.1	T	3/6	Drafting Q&A Work Day		Bring your work in progress & questions	
8.2	R	3/8	**Midterm Exam**			**Midterm Exam (in-class)**
			Spring Break 3/10-3/18			
9.1	T	3/20	Scenic Design		Ch 9; iLearn Scene Selections	
9.2	R	3/22	Scenic Design		Ch 9; iLearn Scene Selections	Drafting Project
10.1	T	3/27	Color Theory & Paint	Theatre	Ch 6 & Ch 12	
10.2	R	3/29	Paint Techniques & Specialty Finishes	Theatre	Ch 12 & Ch 13	
11.1	T	4/3	Props & Research (If you have a laptop, bring it)		Ch 20; iLearn Scene Selections	
11.2	R	4/5	Design Project Q&A Work Day			
12.1	T	4/10	Lighting Design		Ch 14	
12.2	R	4/12	Lighting Design & Instrumentation		Ch 16	Design Project
13	**T**	**4/17**	**No Class - Assessment Day**			
13.2	R	4/19	Electricity & Lighting Geometry		Ch 15 & BH Electrics	
14.1	T	4/24	Lighting in Practice	Theatre	Ch 16 & BH Electrics	
14.2	R	4/26	Lighting Quiz			Quiz in class
15.1	T	5/1	Lighting Production		Ch 16 & 17 & BH Electrics	
15.2	R	5/3	Emerging Tech: Projection Mapping & More		iLearn Emerging Tech folder	
16			**Final Exam**			**Final Exam (in-class)**

Schedule subject to change based on our progress, but written work will never be due before the date listed. Course meetings are in FN 101 unless listed as "Theatre" -- which means Nelly G Theatre in Student Center