Introduction and expectations

The Stagecraft course is an introduction to fundamentals of theatre technology, an immersion-learning experience in which you take part in bringing professional-quality theatre events to opening night. This course explores practical applications of artistic and structural design, project management, team development, construction techniques, and resource coordination.

Theatre as an art form requires team effort in which directors, designers, stage managers, actors, stage crew, and others work together to create theatre. During this semester you may become acquainted with:

- Stagecraft including carpentry and rigging
- Facility safety, organization and maintenance
- Power and hand tools operation
- Theatre project management
- Theatre properties design and fabrication
- Scenery installation and backstage operations

Daily assignments will depend on projects derived from the Department of Theatre production season. Experienced and advanced students may be assigned to theatre operations positions on production teams if interested. By participating in this course students will demonstrate processes needed for a positive working relationship with team members, will demonstrate and evaluate the roles and functions of leadership and team membership and will work together as a team to analyze and solve problems.

Textbook and Supplies

You must provide a non-mechanical #2 pencil and a 25-foot long retractable tape measure immediately ready to use during every class session. Other tools and supplies will be available in the scene shop, but you are welcome to use your own eye protection, gloves, etc., provided you understand the university is not responsible for loss or damage to your personal property.

This course has no required textbook. Students with an interest in theatre production are encouraged to buy *The Backstage Handbook* by Paul Carter (3rd edition, Broadway Press 1994). A limited number of copies are available at the campus bookstore.

Class Schedule

You are expected to attend a weekly demonstration and discussion session on Mondays from 3:00 PM - 4:05 PM in the theatre department scene shop (DCC 127) or on the Degenstein Center Theatre stage. Weekly lecture/demonstration sessions will introduce students to the skills and attitudes necessary for successful collaboration. You will also participate in six hours of theatre production activity each week as arranged with the instructor at the beginning of the semester. Please see grading section below for details of how your class work will be assessed.

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<td>10/23</td>
<td>All hands for scenery completion</td>
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<td>Construction materials and properties</td>
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<td>9/11</td>
<td>Theatre company organization</td>
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<td>Scenery strike for musical</td>
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<td>9/18</td>
<td>Structural design considerations</td>
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<td>9/25</td>
<td>Scenery strike for play</td>
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<td>Ropes and knots</td>
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<td>10/9</td>
<td>Rigging hardware and system operations</td>
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Grading

Participation component (50% of final grade)
Weekly participation grades will be assessed according to the number of hours you attend as scheduled:

- 6 hours: A  
- 5 hours: B  
- 4 hours: C  
- 3 hours: D  
- 2 hours or less: F

A participation grade will be recorded each week. Your final participation grade will be an average of the grades for all the weeks. The attendance books are closed at the end of each week and you may not make up hours after that week is over. The exceptions to this rule are hours credited for appointment to a production running crew.

IMPORTANT: You may receive a weekly grade of F for failing to attend the mandatory demonstration and discussion session scheduled for Monday 3:00 - 4:05 PM unless the weekly session is suspended by the professor. There will be no make-up sessions.

Teamwork, Initiative, Skills Development component (20% of final grade)
Your final course grade will also be determined by the quality of your work. Your grade will be calculated based on the instructor’s observation of your teamwork, professionalism, positive attitude, punctuality, effort to improve, and willingness to learn. Special attention will be paid to collaboration and application of team development skills discussed during class activities.

Preliminary teamwork/initiative/skill development grades will be assigned at mid-term to allow time for consultation and improvement. Please see the professor at any time during the semester with questions or concerns about this component of your grade.

Essay and exam component (30% of final grade)
You must write a 300-word critical response to each Department of Theatre event produced this semester, focusing on how production elements contribute to the performance and the overall artistic experience, describing the relationships between leadership and team membership as well as how leadership-team dynamics impact on the finished product.

Your written work will be graded by professional academic assessment of grammar, spelling, insight, engagement with the material and clarity of expression. Easily avoidable errors including evidence of inadequate proofreading and editing will result in drastic grade reductions. The essays contribute 15% of your final grade.

An examination in the second half of the semester will assess your familiarity with the basic concepts, equipment and processes used in stagecraft. The exam is worth 15% of your course grade.

Course Policies

- Exam dates are unchangeable and late assignments will not be accepted. Exceptions may be considered only due to a catastrophic personal or family event, with documentation from the office of the Dean of Student Life.
- Any requests for learning disability special accommodations must be made during the first two weeks of class. Documentation is required.
- Cell phones and other electronic devices must not be used during class sessions and lab work. Observed violations of this policy will result in drastic grade reductions without warning.
- The instructor recognizes each student is an adult responsible for his or her academic experience. Under no circumstances will the instructor discuss a student’s grade or course progress with anyone other than the student or the student’s academic advisor.
- You must read and sign Safety Agreement before your first class workday.
- You must meet your contracted class lab schedule (to be negotiated during the first week of class). If for any reason you cannot attend a scheduled work period, you must contact the instructor via phone call or e-mail no later than NOON of the day you will be absent. Failing to attend a scheduled class period without first advising the instructor will adversely affect your weekly attendance grade and your overall initiative grade.
- Work clothes and work shoes must be worn for all shop hours (no open-toed shoes or loose clothing). If you are not safely dressed for work you will be required to go away and change, which may affect your weekly attendance grade.
THEA:142 Stagecraft & Production
STUDENT INFORMATION SHEET

NAME: __________________________________________________________

E-MAIL: _________________________________ Campus Mailbox: _________

LOCAL TELEPHONE: ______________________________________________

MAJOR/MINOR: ___________________________________________________

ACADEMIC ADVISOR: _____________________________________________

EMERGENCY CONTACT PERSON: ______________________________________

EMERGENCY CONTACT TELEPHONE: ________________________________

Lab Schedule Contract

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<td>1:00 – 2:00 PM</td>
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<td>4:00 – 5:00 PM</td>
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- Please mark with an “X”, in pencil, all hours you are available (not in class or at work.sports/etc.)
- I will arrange lab work time for a total of SIX hours in the afternoons from 1 PM to 5 PM, including the required Monday meetings. Final work schedules will be posted at the theater and announced via e-mail. We will reschedule after the first 7 weeks have passed if required by changes in your other classes.

If you might be interested in working on a production running crew please list below any conflicts you may have in the evenings or on weekends.

____________________________________________________________________
____________________________________________________________________
Department of Theatre
Theatre Safety Agreement

When working in the Susquehanna University theatres and scene shop, I will follow the safety practices below:

1. Wear eye protection when operating power tools, especially all saws and steel drilling equipment, and wear hearing protection when appropriate.

2. Familiarize myself with safe tool and equipment operating procedures, following all operating instructions of faculty or staff.

3. Never use power tools when alone, regardless of circumstances.

4. Only enter the catwalks and overhead grid areas when directed to do so by faculty or staff.

5. Keep tools and hardware secured when working above others.

6. Never stand on the top step of any ladder and only use ladders when others are available to support.

7. Wear close-toe shoes and avoid loose-fitting clothing or unsecured hair causing a safety risk around moving equipment.

8. Keep work areas clean and uncluttered and dispose of trash and waste materials as directed by staff and posted instructions.

9. Install safety cables on all hanging lighting instruments and other overhead equipment.

10. Never operate tools if taking prescription medication that may affect alertness or coordination.

11. Never report for work calls under the influence of alcohol, illegal drugs, or prescription drugs likely to affect your motor skills or judgment.

12. Do not use cell phones or other electronic devices while working in shop and theatre spaces.

13. Follow posted safety instructions and the directions of faculty and staff.

I have carefully read these recommendations and I recognize that this is not an exhaustive list of safety practices. I agree to use good judgment and common sense to ensure my safety and the safety of others working with me in the SU theatres and theatre shop environments.

_________________________________________  __________
Student Signature  Date