

University of Pittsburgh

Department of Theatre Arts

Introduction to Stagecraft - THEA 0842



Instructor: Jon West
Office Hours: Mondays, 9am – 5pm, By Appointment Only
Office Location: Cathedral of Learning, B-24
Email: jow70@pitt.edu
Office Phone: 412-624-6747

Course Time: Tuesday and Thursday 9:30am – 10:45am
Location: Cathedral of Learning, B-20

Course Description:

A production-based course, Introduction to Stagecraft will introduce students to technical theatre areas as taught in the classroom, requisite lab hours, and hands on creative engineering. These areas include scenic construction techniques, scene shop materials and tools, scenic painting, properties, rigging, stage lighting and electrics. In lieu of recitation, the class requires out of class hours to be completed in the respective shops and on department productions.

Course Goals:

By the successful completion of this course, students will be able to:

1. Understand technical drawings
2. Perform basic scenery construction techniques
3. Hang, focus, and basic stage lighting techniques
4. Install scenery during a load-in
5. Implement lighting design during hang and focus
6. Utilize basic technical skills to create a well-rounded foundation in technical theatre
7. Employ creative collaborative engineering skills with colleagues and peers

Attendance Policy:

As this is a hands-on class using machinery, hand tools, safe construction techniques, and in person instruction; **prompt** attendance is mandatory for your safety and the successful completion of this course.

Each unexcused absence will result in a 10 point penalty on your final grade.

Verifiable emergencies or illnesses are exempt, doctor's notes are accepted in applicable.

Class Materials

Texts:

Required:

1. Theatrical Design and Production: An introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup 7th Edition by J. Michael Gillette
ISBN: 978-0073382227 (McGraw-Hill Humanities)

Recommended for those interested in technical theatre:

Backstage Handbook: An Illustrated Almanac of Technical Information by Paul Carter
ISBN: 978-0911747393 (Broadway Press)

Stock Scenery Construction Handbook by Bill Raoul
ISBN: 0-911747-23-0 (Broadway Press)

Drafting for the Theatre by Dennis Dorn and Mark Shanda
ISBN: 0-8093-1508-4 (Southern Illinois University Press)

Stage Rigging Handbook: Third Edition by Jay O. Glerum
ISBN: 0-8093-1744-3 (Southern Illinois University Press)

Pocket Ref by Thomas J. Glover
ISBN 978-1-885071-62-0 (Sequoia Publishing, Inc.)

Additional Materials Needed:

(These are provided to you using your class fees)

Architectural Scale Rule

Tools:

Safety Glasses (ANSI: Z 87.1 or Z 87+ rating)

25' Tape Measure (Stanley)

6" or 8" Adjustable Crescent Wrench w/ Leash

Graded Projects:

Quizzes:	100 points
Flat Completion:	100 points
Final Exam:	250 points
Knot Test	50 points
Final Project:	200 points
Shop Hours:	200 points
Attendance:	100 points

*Late work will be accepted with a 10% penalty for every late calendar day.

Grading Scale:

967-1000 points = A+	767-799 points = C+
934-966 points = A	734-766 points = C
900-933 points = A-	700-733 points = C-
867-899 points = B+	667-699 points = D+
834-866 points = B	634-666 points = D
800-833 points = B-	600-633 points = D-
	599 and below = F

Extra Credit:

Extra credit projects are available upon request and may include shop hours.

Assignments/Readings:

Readings are assigned in a manner conducive to helping you work through the concepts presented, while also providing you with valuable information not covered during class. The textbooks, both required and recommended books, are an extremely valuable resource in your research and planning, as well as the building phases of your projects. Use and reference them as much as possible.

Participation:

10% of the final grade is taken from participation. As such, prompt attendance is a requisite as the readings will be discussed and shop time will include hands-on learning experiences.

Shop Hours Practicum:

The Theatre Arts Department requires students to complete 35 shop hours over the course of the semester. You will receive credit for those hours on an ***all or nothing basis*** and they must include the following:

- Lighting/Electrics: 12 hours
 - Attendance at 1 (one) Lighting Hang and 1 (one) Lighting Focus is mandatory, these hours count towards the 12 (twelve) hours for Lighting/Electrics. Sign up for the shows will be on a first-come, first-serve basis.
- Prop Shop: 3 hours
- Scene Shop: 20 hours
 - Attendance at 1 mainstage Strike is mandatory and the sign up for the shows will be on a first-come, first-serve basis.
 - (Strike hours do not count towards the requisite 20 hours.)

Scene Shop/Electrics requirements: Safety Glasses, Tape Measure, C-Wrench, Pencil, and Work Clothes.

Prop shop hours are to be scheduled with the Properties Manager through email. Below are the regular shop hours:

Scene Shop Hours: Tuesday through Friday, 9am – 12pm & 1pm – 5:00pm.

Prop Shop Hours: Monday, Wednesday, & Thursday, 10am – 2pm.

All lighting/electrics hours and strike times are listed below in the Department Production Schedule section, however; any adjustments to the schedule will be communicated in class or through email.

Important Shop Hour Information

- ***Failure to turn in a completed Yellow Card by 12pm EST on 12/11/15 will result in the aforementioned 200 point penalty, regardless of accrued hours.***
- Shop Hour Requests are to occur in **email correspondence only** and are to include all necessary information.
- Scheduling is to be confirmed with the instructor at his discretion.
- Scheduling hours are handled on a first-come, first-serve basis; no more than two (2) students may occupy the same time slot.
- Canceling scheduled shop times require a minimum 24 hour notice from the scheduled start time through an email to the shop supervisor and instructor. Cancelling with less than 24 hours notice will result in a penalty of 2 additional hours for that shop hour requirement. Verifiable emergencies are exempt. This policy also applies to “no-call, no-shows.”
- Student-run lab shows are not eligible for completion of course hours.
- Projects may be worked on in the shop outside of class hours, but you will not receive credit towards these shop hour requirements.
- You will be given a time sheet (Yellow Card) that will need to be signed by your supervisor of the shop you are in to get credit for the hours worked. Loss of this card may result in a penalty at the discretion of the instructor.

Department Contacts:

- Technical Director: Jon West jow70@pitt.edu 412-624-6747
- Master Electrician: Eben Alguire epa9@pitt.edu 412-624-1744
- Shop Foreman: Eben Alguire epa9@pitt.edu 412-624-1744
- Properties Manager: Johnmichael Bohach throughthescrim@yahoo.com 412-624-6575

Shop Clothing:

- Properly fitting clothing.
- Wear clothes that you are willing to get dirt/paint on.
- Long Pants are to be worn. **Leggings/Jeggings/tights do not count.**
- Close-toed shoes with a non-slip sole. Tom's are not an option.
- Jewelry may be worn, provided it stays close to the body.
- Long hair should be put up or tied back.
- Long sleeves are required for metal working.

Failure to abide by these guidelines will result in removal from the shop.

Students with Disabilities:

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union, 412-648-7890 as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

Academic Integrity:

Cheating on tests and projects violates the University's policy on Academic Integrity and Plagiarism, which can be found on the web at:

<http://www.provost.pitt.edu/info/ai1.html>

A copy of this document can be made available to you upon request. If you are caught cheating, the minimum penalty is a zero on the assignment in question. Additional penalties will likely be added. If you find yourself unsure about what is academically dishonest, make the safe choice or ask your instructor.

Theatre Arts Department Responsible Uses of Media Policy:

In accordance with “The Pitt Promise: A Commitment to Civility,” The University of Pittsburgh’s Student Code of Conduct, and the professional standards and expectations of our field, students, staff and faculty in the Theatre Arts Department agree to the positive, responsible and respectful use of social media, including: zero tolerance for public aspersion upon students, classes, facilities; the un-approved posting of production videos or photos, per Equity guidelines; cyber bullying. Additionally, any recording of rehearsals or performances shall be carried out in accordance with AEA guidelines for professional productions. For the full policy, please go to our homepage:

<http://play.pitt.edu>

For additional information, please refer to:

www.studentaffairs.pitt.edu/pittpromise
www.studentaffairs.pitt.edu/studentconduct
www.actorsequity.org

Departmental Casting Policy and Mainstage and Lab Season Mission:

We are committed to producing stories from multiple cultural perspectives, of diverse styles and structures and from multiple time periods.

To tell every story upon our stage, students and artists of all abilities, races, genders, sexualities, nationalities, and religions are needed for our casts, our crew, and our production teams.

As a department, we are committed to analyzing and understanding a playwright’s intentions for location, time and character. We are equally committed to challenging ourselves to think beyond the structures of given circumstances and historical expectations in production.

We are committing to cultivating within our students and faculty a space for artists who are willing to take risks, to stretch themselves and to see each class, audition and production opportunity as a fresh opportunity for greatness.

Department Production Schedule:

A complete detailed class schedule is provided on the following pages. The below schedule information provides all the major lighting, scenic load-in, and strike hours.

Mainstage 1: *Water by the Spoonful* – by Quiara Alegría Hudes

Location: Heymann Theatre
Light Hang: October 3-4, 9am – 6pm
Light Focus: October 10-11, 9am – 6pm
Scenic Load-In: September 13 – Oct. 9, 9am – 5pm (M-F)
Strike: November 1, time TBD (approx. 5pm until 10pm)

Mainstage 2: *A Midsummer Night's Dream* – by William Shakespeare

Location: Randall Theatre
Light Hang: October 24-25, 9am – 6pm
Light Focus: October 31-Nov. 1, 9am – 6pm
Scenic Load-In: October 26-Nov., 9am – 5pm (M-F)
Strike: November 22, time TBD (approx. 5pm until 10pm)

Mainstage 3: *Rhinoceros* – by Eugene Ionesco

Location: Studio Theatre
Light Hang: January 30-31, 9am – 6pm
Light Focus: February 6-7, 9am – 6pm
Scenic Load-In: January 5 – Feb 5, 9am – 5pm (M-F)
Strike: February 28, time TBD (approx. 5pm until 10pm)

Mainstage 3: *Nine* – by Arthur Kopit

Location: Randall Theatre
Light Hang: March 19-20, 9am – 6pm
Light Focus: March 26-27, 9am – 6pm
Scenic Load-In: February 15 – March 25, 9am – 5pm (M-F)
Strike: April 17, time TBD (approx. 5pm until 10pm)

*****This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements and collect copies of handouts you may not have received while you were absent*****

Week	Day	Date	Topic	Assignment Due
1	Tuesday	9/1	Introduction, Syllabus Review, Semester Outlook / Tour of Spaces	<u>Theatrical Design and Prod.</u> by Gillette = (G) <u>Backstage Handbook</u> = (BH)
	Thursday	9/3	Materials / Adhesives / MSDS / Shop Safety	G: 209-221, 227-228, 236, 289 (MSDS). BH: 111-133, 140, 155.
2	Tuesday	9/8	Hand Tools / Shop Safety	G: 188-199, 203-209. BH: 1-13, 30-41. Shop Safety Handout
	Thursday	9/10	Fasteners / Pneumatics / Hand Tools	G: 221-227. BH: 32, 49-63.
3	Tuesday	9/15	Fasteners/Pneumatics / Cord Management	Quiz #1 Fastener Handout, Tool Safety Handouts
	Thursday	9/17	Stationary Tools	G: 200-202. BH: 36-37. Tool Safety Handouts
4	Tuesday	9/22	Production Process / Technical Drawings, Measuring Tools, Scales, Standard Units	G: 1-5, 7, 10-11, 115-137. BH: 270-279.
	Thursday	9/24	Flat Project Introduction Technical Drawings, Grid Enlargement	G: 246-257, 306-307. BH: 216.
5	Tuesday	9/29	Flat Construction Day	Quiz #2
	Thursday	10/1	Flat Construction Day	G: 237-240, 246-251. BH: 276-279.
6	Tuesday	10/6	Flat Finishing / Filling	
	Thursday	10/8	Flat Sanding / Base Coat / Grid / Draw Letters	G: 286-306. BH: 25-29.
7	Tuesday	10/13	NO CLASS – Monday Classes	
	Thursday	10/15	Lettering	Quiz #3
8	Tuesday	10/20	Flat Presentation (Attendance is Mandatory)	

Week	Day	Date	Topic	Assignment Due
	Thursday	10/22	Electricity and the Stage	G: 89-102, 383-393. BH: 165-197.
9	Tuesday	10/27	Stage Lighting Tools of the Trade	G: 93-96, 394-434.
	Thursday	10/29	Stage Rigging / Knots	Quiz #4 G: 59-67. BH: 84-105.
10	Tuesday	11/3	Properties / Theatre Jobs / Unions/ Final Exam Review	G: 6-21, 316-344.
	Thursday	11/5	Final Exam	
11	Tuesday	11/10	Final Project Work Day	
	Thursday	11/12	Work Day	
12	Tuesday	11/17	Work Day	
	Thursday	11/19	Work Day	
13	Tuesday	11/24	Work Day	
	Thursday	11/26	NO CLASS – THANKSGIVING BREAK	
14	Tuesday	12/1	Work Day	
	Thursday	12/3	Work Day	
15	Tuesday	12/8	Work Day	
	Thursday	12/10	<i>Final Project Presentation</i>	Yellow Cards Due @ Noon, 12/11/15
16	Tuesday	12/15	Finals Week – No Classes	

SYLLABUS CONTRACT

To be signed after reviewing the syllabus and returned to instructor to keep on file.

I, _____, (print name) have read the syllabus and course outline for *Introduction to Stagecraft* (THEA 0842) during the Fall 2015 semester and understand the classroom policies, expectations, and rules as stated in the syllabus and timeline. By signing this form I agree to comply with the policies, requirements, expectations and consequences, accept the outline for this class, and acknowledge the instructor's right to adjust the timeline with due notice.

SIGNED: _____

DATED: _____