

## Stagecraft I Lab (TPA 2210L)

**Section 0001: TUESDAY & THURSDAY 3:30PM – 04:50PM**

**WEDNESDAY 12:30PM-3:20PM**

**Section 0002: MONDAY & FRIDAY 12:30PM – 03:30PM**

Instructor: John Heil

Office: Building #6 Rm. 202

Phone: 407-823-0123 (Scene Shop)

E-mail: John.Heil@ucf.edu

Credit Hours: 1

Office Hours: 7:30am-9:00am M-W-F

**Class Location:** Scene Shop, Mainstage Theatre, Black Box, Arts II Building, Other Locations as Required

**Course Objectives:** This course is designed to give the student hands on experience in the art of stagecraft. To that end the student will have opportunity to use the basic tools, procedures, and equipment for creating the types of scenery encountered in the theatre shop environment. Other topics include theatre and facilities maintenance, rigging, production process and stage equipment. As time permits we will also review additional topics related to helping you succeed at being a university student and theatre professional. Information will be imparted thru verbal, written, and visual mediums.

**Content:** This course will introduce the beginning theatre artist to the incredible variety of work that takes place "behind the scenes" of theatrical production. We will examine the process by which the physical production comes together, with emphasis on the technician's contribution to this process. By the end of the semester, you will have a better understanding of this exciting area of theatre and a host of new "lifeboat skills." You may discover that theatre technology has as much to offer the "stage-struck" or "theatre-smitten" student as the performance side of our magical business. If nothing else, you will come to respect the contributions of all the disciplines in this thing called Theatre.

### **Dress:**

If a practice session involves painting, or topics which put your clothes at risk you are responsible to wear the proper clothing when you come to work. Grubby clothes are best or things you won't mind getting dirty. Be sure your clothes are comfortable and allow for movement, but not too baggy to get caught on things. If your attractive jeans are too tight, working on the floor can be painful. Wear appropriate footwear. Sneakers are OK (not recommended), sandals are not. Closed toe shoes must be worn in the shop. If you do not have appropriate footwear, you will be asked to leave and will not get credit for time in shop. Steel toed shoes or boots are best. You will be on your feet for the duration of lab so make sure your footwear is comfortable. Do not wear loose jewelry to class, with some tools it can be dangerous. Jewelry can also be damaged. Bring a bandana or hat to keep paint or sawdust out of your hair. Those with long hair should tie it back. Any dangling piercings fall under the category of jewelry.

**Cleanup:**

Always keep your work area clean. It is your responsibility to clean up your mess when you are finished and return tools to the correct location in the tool room. **You will be warned once. If you do not adhere to this policy you will receive a grade reduction.** No one else should have to clean up your mess.

**SAFETY:**

Always THINK FIRST. And adhere to the following policies, it is not just your health but the safety of others that is at stake.

1. Never depend on your back muscles when lifting something heavy. Get someone to help you, then use your leg and arm muscles.
2. Always cut away from the body when using a knife or razor blade.
3. Always use eye protection when operating power tools.
4. Use hearing protection whenever you operate power tools for extended periods of time. Hearing loss is permanent.
5. Know the intended purpose for tools and use them properly. For example, do not attempt to open a can of paint with a wood chisel, or screwdriver – use a church key (You'll find out what this is).
6. Do not use dull tools. Studies show that fewer accidents occur with sharp tools than with the dull ones that tend to slip.
7. Report problems to the ATD or TD. Be especially sure to promptly report electrical problems with power tools. If you drop a power tool be sure to report this so the tool may be examined for damage. Better yet be careful to place tools in a safe place when working with them.
8. Clutter causes accidents. Pick up your scrap and sweep your work area whenever it is needed and always at the end of the work period.
9. Hold materials securely. Use a clamp whenever possible. It is especially dangerous to use the drill press without clamping the material first. Sometimes you can use a temporary screw when a clamp won't work.
10. Prevent fires. Store oily rags in a metal disposal container and flammable paints and solvents in the flammables cabinet in the Paint Room.
11. Report accidents at once so that first aid can be given immediately.
12. Warn others to stay clear when you handle long pieces of lumber or metal. This is especially important when ripping lumber on the table saw.
13. Always stand to the side of the blade when operating a table saw. Do not allow others to stand behind you.
14. Know the proper and safe operation of all tools before you use them. Ask if you are unsure.
15. Know how and when to use auxiliary aids such as push sticks and hold downs. Ask for help if two can perform the job more safely.
16. When working with power tools, concentrate! Don't let talk or distractions jeopardize your personal safety.

17. Keep your fingers out of the path of the blade on all saws and they will be there the next time you need them.
18. Unplug tool before you attempt to adjust or service it. Always pull cords out by the plug. Don't yank out the cords as this causes short circuits.
19. Know the location of the first aid kit, a fire extinguisher, light switches, and breaker box in every space in which you work.
20. Always be sure you can see what you are cutting.
21. Always wear eye protection when using pneumatic guns and grinders. Be certain to point a gun in a safe direction whenever you connect to an air supply. They can fire automatically. Never operate a staple gun with the safety disabled.

**USE COMMON SENSE. WORK SMART, NOT HARD.**

**Grading:** Will be based on a 100 point scale and will follow the rubric. Labs end on the last day of classes; Friday Dec. 2 at 5pm.

**Attendance at all Strikes is MANDATORY.** You will clock in for hours. Missing a Strike will result in a half letter grade reduction.

Strike dates are: Aug. 28, Oct. 2, Oct. 30, Nov. 20.

Strikes begin immediately following the last performance which is usually sometime between 4 & 6pm.

**STAGECRAFT I - 2210L Section 1 or 2**

<b>TPA 2210L</b>	20 Points	15 Points	10 Points	5 Points	0 Points
Quantity of Time	90 Hours +	89 - 84 Hours	83 -78 Hours	77-72 Hours	71 Hours or Less
Regularity of Hours	On Schedule Every Week	Occasionally Varied Schedule	Erratic Schedule	Completely Random Hours	No Hours in Specified time slot
Effort & Performance	Gives 100%	Typically Strong	Hit or Miss Performance	Little Effort Given	No Effort
Attitude	Great Attitude Always Willing	Good Attitude, Occasionally Unwilling	Hit or Miss Attitude	Usually Negative and Unwilling	Unwilling
Readiness	On Time and Ready to Work Every Week	Occasionally Late or Unprepared	Unpredictable Arrival and Preparedness	Usually Late and Not Ready to Work	Always Late and Unprepared

There are no exams and therefore no makeup exams in this lab class.

**Time Card:** Quantity of time and Regularity of Hours will be documented by use of the shop time clock. Punch in when you arrive, punch out when you leave. Failure to do either will result in loss of time for that session. Keep your timesheet in the binder next to the time clock. You are required to attend your scheduled lab session PLUS additional time. You can earn these additional hours by attending shop calls

for scenery, lighting, sound, or regular times the lab is open. Consult with the instructor for details on other opportunities.

This department takes grades seriously and you will be expected to do exceptional work for an 'A' if you do average work, expect to earn an average grade.

Grading Scale is as follows:

100-93%	=	A	77-73%	=	C
92-90%	=	A-	72-70%	=	C-
89-88%	=	B+	69-68%	=	D+
87-83%	=	B	67-63%	=	D
82-80%	=	B-	62-60%	=	D-
79-78%	=	C+	59% and Below	=	F

Grade tracking: If you have any questions about your progress in the labs please visit with me and I will give you an up to the moment assessment.

**Absentee Policy:** It is the policy of the University to excuse the absences of students that result from religious observance; however, you must inform the instructor within the first week of class. Lab hours missed due to sickness or other issues must still be made up by the last time your scheduled session meets.

**Required Shop Tools:**

You are expected to purchase the following tools ASAP, bring them with you to lab **every** day.

- #2 wood pencil (Several)

- 8" Crescent wrench

- 25'-0" tape measure (Husky or Stanley, 40' is too big)

- safety glasses or goggles (Make sure they are comfortable)

- hearing protection (in ear or over ear, at least 27db reduction, no music playback devices!)

- a pair of good gloves (mechanics gloves or leather work gloves)

- bag, box, tool box, etc... something to keep and carry your tools in

## Notes and Disclaimers:

- This course is a hands-on lab.
- Everything about this class and its syllabus is subject to change at the discretion of the instructor and with little notice.
- Any student in this course who has a disability that may prevent him or her from demonstrating his or her abilities should contact me personally so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity.
- It is the policy of the University to reasonably accommodate absences due to observed religious holidays. However, the student will be held responsible for any material covered during the absence. The student must inform the instructor in writing at the beginning of the semester which holidays will be observed.
- Since theatre requires the use of mind, voice and body, there may be situations that require a certain amount of physical contact between you and others around you. If this presents a problem for you, please see the instructor immediately to assess your chances for success in this course.
- Students must follow the University standards for personal and academic conduct as outlined in “The Golden Rule” <http://www.goldenrule.sdes.ucf.edu/>
- Academic dishonesty will not be tolerated. If you are found cheating, or plagiarizing, you will receive a failing grade for the course and the incident may be reported to the University student judicial office for disciplinary action.
- Cheating is defined as using non-permissible written, oral, or visual assistance (including that obtained from another student) on an examination, project, or course assignment; or the unauthorized possession or use of examinations or course materials.
- Plagiarism is defined as deliberately using or appropriating another’s work without indication of the source, thereby attempting to convey the impression that the work is the user’s own. Students found guilty of plagiarism will receive a ‘Z’ on their permanent transcript.
- Federal Educational Rights Privacy Act – (FERPA) prevents me from discussing the grades you earn in our classes with anyone besides you, relevant department members, the department chair, or the registrar. This excludes your parents, family members and other students.
- This class is rated R. We will endeavor to keep severe language to a minimum but, on occasion, we have been known to swear. If this offends you please see me and we will redouble our efforts.
- This Document was built upon the shoulders of giants and represents the collaboration of several professors over several semesters. It is not entirely my own work, but I do like it.



General Information and Syllabus Verification Statement

Stagecraft I Lab

This is to verify that I have received, read and understand the syllabus handed out for this class. I recognize changes to the course objective and/or the syllabus is at the discretion of the instructor. I understand the grading rubric and what is required of me.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Concentration: Stage Manager    Costume    Lights    Sound    Scenic

Transfer: Yes No