

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
Prerequisite(s): None. **Corequisite(s):** None. **Prerequisite(s) or Corequisite(s):** None.

Course Objectives: This course will consist of practical projects in scenic construction and 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 class. 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. This is a State Regulation. Sneakers are OK (not recommended), sandals are not. 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. If you do not have the appropriate footwear, you will be sent away and marked as absent for the day. 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. Women and men 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 follow the rubric.

As a class we will all experience Strike. To that end **attendance at Strikes is MANDATORY.** Missing a Strike will result in a letter grade reduction. A small group of you will take part in the Electrics strike as part of the Stage Electronics class requirement. It will be a different group each strike so everyone will do one Electrics Strike.

Strike dates are: Aug. 26, Sept. 30, Oct. 21, Nov. 18.

Strikes begin immediately following the last performance which is usually sometime between 3:30 & 5pm.

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			Drop one letter grade	Drop two letter grades	Automatic Failure (highest grade possible is C- but may be lower depending on rubric)
Absences			2	3	More than 3
	4 Points	3 Points	2 Points	1 Points	0 Points
Punctuality	On Schedule Every Week	1 late arrival no more than 10 minutes	2 late arrivals no more than 10 minutes	3 late arrivals no more than 10 minutes	4+ late arrivals no more than 10 minutes
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	Ready to Work Every Week	Occasionally Unprepared	Unpredictable Preparedness	Usually Not Ready to Work	Always Unprepared

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

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. To that end if you are caught sluffing off, hanging out in the Green room or lobby or anywhere doing nothing you will be warned once. Subsequent offenses will cause a reduction in your grade.

Grading Scale is as follows:

16 or 15	=	A	11 or 10	=	D
14 or 13	=	B	9 and Below	=	F
12	=	C			

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 and Late 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. You will be allowed one unexcused absence. You may be allowed to make up one unexcused absence (with prior approval) by attending another lab for equal hours, i.e. if the lab you miss is three hours then you need to make up three hours. In addition, if you are not present at the end of class I will mark you absent for the day. Classes will start promptly, therefore late arrivals will count. If you are more than 10 minutes late you will be counted as absent.

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.
- 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/>
- 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.
- Students should familiarize themselves with [UCF’s Rules of Conduct](http://osc.sdes.ucf.edu/process/roc) found here: <http://osc.sdes.ucf.edu/process/roc>
- Active duty military students should contact me about accommodations for any missed classes and course work due to deployment.
- It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me (with or without a Student Accessibility Services (SAS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting SAS (Ferrell Commons 185; 407-823-2371; sas@ucf.edu) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.
- In the event of a fire, exit the building and pull the Fire Alarm pull station on the way out. Primary gathering point is across the loading dock area by the short brick wall. Secondary gathering point is in front of the Student Health Services building. In the event of an active shooter on campus we will shelter in place in the tool room and costume storage room.
- In case of emergency, dial 911 for assistance. The AED is located in the lobby near the Men’s restroom.
- An emergency procedure guide posted on the wall near the tool room door may be reviewed there or online at http://emergency.ucf.edu/emergency_guide.html.

Fall 2018

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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

Nickname