

INTRODUCTION TO THEATRE PRODUCTION: Theater 102 - Fall 2024

M,W,F 12:00-12:50pm

Dreiser Hall 115 and 218

Professor Michael Jackson

Office: Dreiser Hall 106, 237-3340

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Office hours: M,W 10:00-10:50 or by appointment

Canvas:

Course materials replacing a traditional textbook (readings, videos, etc) will be posted on Canvas. Check there regularly for resources, updates on class, and revisions to the course outline.

Recommended texts:

Stagecraft Fundamentals, 3rd Edition by Rita Kogler Carver

Plays: (provided electronically on Canvas)

Trifles by Susan Glaspell

Flowers by José Rivera

The Sandbox by Edward Albee

Computer Use:

You will have access to the Mac Studio machines in the classroom and will need to use them for some Hands-on Workshops that will take place during class sessions as outlined below. You will also need to use your personal laptop in class sometimes; it needs to be able to run standard browser-based applications and connect to the campus network. Let me know if you have any questions or concerns.

These materials will be provided for you:

ARCHITECT'S Scale-Ruler

Hardhat

Adjustable Wrench

Drawing supplies and materials

Course description:

This course provides a comprehensive introduction to the principles and practices of theatre production, with a strong emphasis on safety and technical communication. Students will explore various aspects of theatre, including lighting, sound, stage management, and video and projection. The course combines theoretical knowledge with practical experience through hands-on projects and collaborative work.

Course Objectives:

By the end of this course, students will:

- Understand the fundamentals of theatre production and design.
- Develop practical skills in lighting, sound, and video and projection.
- Collaborate effectively as part of a production team.
- Communicate technical information clearly and efficiently.
- Analyze and critique production elements in theatrical performances.
- Apply creative problem-solving techniques in a production context.
- Prioritize safety in all aspects of theatre production.

Production Crew Assignment:

ISU Theater will be producing two full productions this semester, *Sensitive Guys* and *Hamlet*. As part of this course, you will be required to complete a crew assignment on one of the two productions this semester. Assignments will include working during **evenings** and **weekends** as part of the production crew in a position: as a lighting/sound/video operator, props crew, wardrobe crew, on run crew, or as an assistant stage manager. If you absolutely cannot make this work, you must make alternative arrangements with the instructor by **Friday August 30, 2024**.

Communication is key, please let us know as soon as you experience a scheduling conflict.

You will **sign a contract**, committing yourself to fulfill the duties required, including the dates and times that you will be required to work. You will be graded based on your **attendance, attitude toward the work and participation** during the production experience.

This project is worth 200 points — 20% of your overall grade in the course.

Work-call:

You will be required to participate in one work-call session outside of class time from the options listed in the course outline. You may work on either lighting, scenery or paint projects for the current show, depending on production needs at the time. You will sign-up for specific work call dates at the beginning of the semester, failure to attend the specific call will result in losing 50 points per session missed.

In order to receive credit for a work-call you must be present and working for at least 3 hours or until released by the supervisor.

In-Class Hands-on Workshops:

There will be 15 class sessions where you will have opportunities to try out ideas from class in hands-on workshops. Each of these class sessions will be worth **20 points**. These points will be awarded based on attendance the day of the workshop, your participation and engagement with the material. **These workshops cannot be made-up!** If you miss one of these class sessions, you must bring the instructor appropriate documentation in order to have the grade exempted from your final point-total.

Please do NOT MISS THESE CLASS SESSIONS.

Course Project:

A "Course Project" is a comprehensive assignment that spans the duration of a course and involves applying the skills and knowledge acquired throughout the term. The Course Project for this class is a semester-long assignment that requires students to design and implement a comprehensive theatre production concept. The project will culminate in a final presentation and reflection during finals week. Throughout the semester, students will work in teams to develop various components of the production, receiving guidance and feedback during class meetings and workshops. There will be various benchmarks/assignments due throughout the semester. Each of those "Deliverables" are worth 25 points and will be graded for each student individually.

The Final Project Presentation will be the group portion of the project and it is worth an additional 100 points.

Attendance:

In this course we will be covering a great deal of information in a very short time. Your participation during class discussions, practical demonstrations and exercises will be important. Every class is worth points totaling 20% of your final grade. You must be physically present to earn attendance points.

Points deducted for absences will be exempted from your final grade, **only with appropriate documentation.**

You should plan to attend every class.

Grading:

This course will be graded based on the following:

Attendance	200 pts.
In-Class Hands-on Workshops	300 pts.
Production Crew Assignment	200 pts.
Work-Call	50 pts.
Course Project Deliverables	150 pts.
Final Project Group Presentation	<u>100 pts.</u>
Total: 1000 points	

Academic Integrity:

The student handbook notes that academic dishonesty includes “plagiarism, cheating, submitting another person’s material as one’s own, or doing work for which another person will receive academic credit.” These activities will not be tolerated. The code of student conduct can be found at: <https://cms.indstate.edu/student-conduct>

The Sycamore Standard for behavior in a community of scholars, adopted by ISU's Student Government Association can be found at: <https://www.indstate.edu/code-of-student-conduct/appendix-b>

Statement on Discrimination, Sexual Harassment, and Sexual Misconduct

Indiana State University Policy 923 strictly prohibits discrimination on the basis of: age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statutes in ISU programs and activities or that interferes with the educational or workplace environment.

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex, including sexual harassment. Sexual harassment includes quid pro quo harassment, unwelcome verbal or physical conduct, sexual assault, dating violence, domestic violence, and stalking.

If you witness or experience any forms of the above discrimination, you may report to:

Office: Equal Opportunity & Title IX; (812) 237-8954; Rankin Hall, Room 426

Email: ISU-equalopportunity-titleix@mail.indstate.edu

Online: https://cm.maxient.com/reportingform.php?IndianaStateUniv&layout_id=10

Disclosures made to the following confidential campus resources will not be reported to the Office of Equal Opportunity and Title IX:

ISU Student Counseling Center: (812) 237-3939; Gillum Hall, 2nd Floor

Victim Advocate: (812) 237-3829; HMSU 7th Floor

UAP Clinic/ISU Health Center: (812) 237-3883; 567 N. 5th Street

Sycamores Care At Indiana State, we care for your overall well-being. We want to help you get the care, referrals, and answers you need to ensure your success. Sycamores Care <https://www.indstate.edu/student-affairs/sycamores-care>

Attendance Policy Relating to COVID-19:

Students are expected to adhere to course attendance policies, as stated in the course syllabus.

Documented COVID-related absences will be treated like any other serious medical issue. Following University policy, students with a documented, serious medical issue must contact the Office of the Dean of Students for assistance. The Office of the Dean of Students will supply documentation for faculty. Students with a documented serious medical issue should not be penalized and will be given a reasonable chance to complete exams or assignments. Once notification is made, faculty will make reasonable efforts to accommodate the student’s absence and will communicate that accommodation directly to the student.

Please note that faculty are not required to accommodate a serious medical issue with virtual content options, like streaming or recorded lectures. Students who have been notified by contact tracers of a close contact who has tested positive for COVID must abide by their instructions. To avoid the potential of missing significant class time, students are strongly encouraged to receive the COVID vaccination that has been made available on campus. For more information about the vaccines or to find a vaccination site, go to: ourshot.in.gov. The [ISU Health Center](#) also administers COVID-19 vaccines by appointment.

Students should contact the [Office of the Dean of Students](#) with questions by calling 812-237-3829

Laptops/Technology:

It is the responsibility of all students to have equipment sufficient to participate in all their classes. All students must have a computer/tablet with audio and video capability.

Please refer to this syllabus before each class, regularly check Canvas for Announcements and make note of changes as they are published.

COURSE OUTLINE:

August

W-21	Introduction/discuss syllabus Overview of theatre production;	Assign: Reading: <i>Production Organization and Management</i> -- download from Canvas For Friday: Watch Production Roles Videos on Canvas
F-23	Roles and responsibilities in a production team	Discuss Production Assignments For Monday: Review Safety Information on Canvas
M-26	Theater Safety	Introduction to the Course project. Review the project scope, expectations, and evaluation criteria.
W-28	Theatre Organizations A Brief History of Theater & An Introduction to Contemporary Theater Spaces	Due at end of class: Production Assignment & Work-Call Preferences
F-30	Tour of ISU Theater Spaces	Meet in the 7th Street Theater @ Noon

September

M-2	<i>NO CLASSES, LABOR DAY</i>	
W-4	<i>Hands-on workshop: Safety scenarios and equipment handling - 30 points</i>	
F-6	Introduction to design thinking in theatre; How to get from page to stage	For Monday bring art supplies and/or personal laptop
M-9	<i>Hands-on workshop: Mood Board Collage — 30 points</i>	
W-11	Drawings, Models and Renderings — Visual Communication & Technical Drawing	
F-13	<i>Hands-on workshop: How to read a scale ruler — 30 points</i>	

M-16 *Hands-on workshop: Spatial Arrangement Exercise — 30 points*

W-18 *Hands-on workshop: Set Design & Ground Plan Creation — 30 points*

F-20 Group feedback and discussion on
Ground Plan ideas and Course Project
Concept Statement.

**Deliverable #1 for Course Project Due
by 11:59am on Canvas — 25 points**
Ground Plan (scan) and Concept Statement

**For Friday bring personal laptop, review 3D Modeling
Module on Canvas before class**

M-23 *Hands-on workshop: Translate Ground Plan into 3D model— 30 points*

W-25 Present Final Set Design to class

**Deliverable #2 for Course Project Due
by 11:59am on Canvas —25 points**
3D Model

F-27 Basics of stage Lighting Design;
Types of lighting instruments.

For Monday, if possible install Eos/Nomad Software
onto your personal laptop - see instructions on Canvas

M-30 *Hands-on workshop: Lighting controls — 30 points*

October

W-2 *Hands-on workshop: Integrating lighting and scenery in Augment3d — 30 points*

F-4 *Hands-on workshop: Safety protocols for lighting. Hanging and Focusing lights - 30 points*

**WORK CALL – Meet in Dreiser Theater – Friday October 4: 6pm to 9pm and/or
Saturday October 5: 10am to 4pm: 50 points possible**

To receive credit you must work for 3 hours, attending the specific session signed-up for at the beginning of the semester.

M-7 *NO CLASS, MJ FOCUS IN INDIANAPOLIS*

Sensitive Guys: Crew View — Tuesday Evening 10/8

W-9 Tech Rehearsals, why it shouldn't be "hell week"

Sensitive Guys: Tech Rehearsal — Thursday Evening 10/10 — 6pm-10pm

F-11 *NO CLASSES, FALL BREAK*

For Monday, if possible install Audacity Software
onto your personal laptop - see instructions on Canvas

Sensitive Guys: Tech Rehearsals
Saturday 10/12 — **Tech 10am to 7pm**; Sunday 10/13 — **Tech Noon-6pm**;
Specific Crew Call-Times will be assigned by Stage Management

M-14 Introduction to Sound design for theatre

Sensitive Guys: Tech Rehearsals
Monday Evening 2/26 — Tech Rehearsal;
Tuesday Evening 2/27 — Dress Rehearsal;
Wednesday Evening 2/28 — Preview

W-16 Equipment and software for sound design
Safety protocols for sound equipment

**Deliverable #3 for Course Project Due
by 11:59am on Canvas — 25 points**
Lighting Cue Sheet and Nomad File

***Sensitive Guys: Opening Night* — Thursday October 17**

F-18 Backstage Tour of *Sensitive Guys*

M-21 *Hands-on workshop: Creating and editing sound cues — 30 points*

W-23 *Hands-on workshop: Implementing sound cues/setting up a sound system — 30 points*

F-25 Peer Review and Feedback
on Sound Designs

**Deliverable #4 for Course Project Due
by 11:59am on Canvas — 25 points**
Sound Cue Sheet, QLab File containing cues

M-28 Introduction to video and projection in a theatrical context

W-30 Equipment and software for video and projection

November

F-1 *Hands-on workshop: Creating and editing video content — 30 points*

**WORK CALLS – Meet in the 7th Street Theater – Friday November 1 — 6pm to 9pm and/or
Saturday November 2 — 10am to 4pm — 50 points available**

To receive credit you must work for 3 hours, attending the specific session signed-up for at the beginning of the semester.

M-4 *Hands-on workshop: Integrating video and projection with live performance
implementing projection playback. — 30 points*

***Hamlet: Crew View* — Wednesday Evening 11/6**

W-6 Peer Review and Feedback
on Projection Designs

**Deliverable #5 for Course Project Due
by 11:59am on Canvas — 25 points**
Projection Cue Sheet, QLab File containing cues

***Hamlet: Tech Rehearsal* — Thursday Evening, 11/7 6pm-10pm
*Specific Crew Call-Times will be assigned by Stage Management***

F-8 Role of the stage manager; Creating prompt books.

Hamlet: Tech Rehearsals
Saturday 11/9 — **Tech 10am to 10pm**; Sunday 11/10 — **Tech Noon-6pm**;

M-11 Guest Speaker: Tresa Makosky or Crystal Johnson
Safety considerations in stage management

Hamlet: Tech Rehearsals
Monday Evening 11/11 — Tech Rehearsal;
Tuesday Evening 11/12 — Dress Rehearsal;
Wednesday Evening 11/13 — Dress Preview

W-13 *Hands-on workshop: Simulating a rehearsal process —
Blocking Notation; Managing rehearsals & Calling cues. — 30 points*

Meet in the 7th Street Theater @ Noon

Hamlet: Opening Night — Thursday November 14

F-15 Backstage Tour of *Hamlet*

**Deliverable #6 for Course Project Due
by 11:59am on Canvas — 25 points**
Stage Management Prompt Book (file)

Meet in the 7th Street Theater @ Noon

M-18 Guest Speaker Kate Mott or Grace Munoz
An Introduction to Costume Design

W-20 *Hands-on workshop: Costumes creating a character — 30 points*

F-22 Review of course concepts and Final Project requirements

M-25 *NO CLASSES THANKSGIVING BREAK*

W-27 *NO CLASSES THANKSGIVING BREAK*

F-29 *NO CLASSES THANKSGIVING BREAK*

December

M-2 Conducting and participating in production meetings

W-4 Group work on Final Projects, instructor consultations and feedback

F-6 Career Prospects — What people I know are doing with these skills

M-9 **1pm Final Exam Period: Present Final Projects - 100 points**