

**SYLLABUS**

**Fall 2019—Tuesdays—8:00AM-9:20AM**

**Lecture Location:** GFS 106 or as assigned

**Lab Location:** Lab time – and as scheduled for Crew assignments.

**Section: 62657**

**Instructors:**

**Elsbeth M. Collins: Assoc. Professor of Practice, Head of Production**

**Office:** SDT M201

**Office Hours:** Thurs., Fri. 2-4PM by appointment

**Contact:** [ecollins@usc.edu](mailto:ecollins@usc.edu) 213-821-4034

**Tina Haatainen-Jones: Assoc. Professor of Practice, Head of Design**

**Office:** PED 114E (Costume Shop)

**Office Hours:** Tues., Thurs., 12-2PM by appointment

**Contact:** [haataine@usc.edu](mailto:haataine@usc.edu) 213-740-6985

**Takeshi Kata, Asst. Professor of Scenic Design**

**Office:** JEF 200D

**Office Hours:** Wed. 12-1PM, Thurs. 1-2PM by appointment

**Contact:** [kata@usc.edu](mailto:kata@usc.edu) 213-740-4688

**Josh Epstein, Adjunct Professor of Lighting Design**

**Office:**

**Office Hours:** TBD

**Contact:** [joshuae@usc.edu](mailto:joshuae@usc.edu)

**Philip G. Allen, Associate Professor of Sound Design,  
Director of BFA Sound Design**

**Office:** BIT 2

**Office Hours:** by appointment

**Contact:** [philipga@usc.edu](mailto:philipga@usc.edu)

**Course Description and Overview**

Introduction to the non-performance areas of theatrical production (administrative, design, and technical fields) through hands-on participation in USC School of Dramatic Arts productions. Through lectures and related projects, the course will also provide an overview of the design process in the areas of Scenic, Lighting, Costume and Sound Design, as well as in the role of the Stage Manager, Production Manager and all technicians in a production.

**Learning Objectives:** Students will learn the basics of stage crew operations through practical experience, readings, and research, and through lectures and hands-on projects; will be exposed to the creative process of all areas of theatrical design. Each THTR 130 student will participate in a variety of production practicum during the semester.

**Prerequisite(s):** None

**Co-Requisite (s):** None

**Concurrent Enrollment:** None

**Recommended Preparation:** Attend the theatre! Acquire the reading materials and familiarize yourself with them.

**Required Readings and Supplementary Materials**

- (Gillette) Seventh Edition - Theatrical Design and Production, An Introduction to Scenic Design and Construction, Lighting, Sound, Costume, and Makeup by J. Michael Gillette

- Stage Management Course Reader at Bookstore including: (Kelly) The Back Stage Guide to Stage Management, 2<sup>nd</sup> Edition, by Thomas A. Kelly; (Stern) Stage Management, 7<sup>th</sup> Edition by Lawrence Stern; Careers in Technical Theatre (Lawler)

### Description of Grading Criteria and Assessment of Assignments

**Class Meetings:** Students will attend Tuesday morning lectures headed by Tina Haatainen-Jones and the other THTR 130 faculty. Students must attend every weekly lecture. There will be lectures by and about every design element employed in the theater. **Quizzes will be given every class to assess understanding of the material covered in the reading.** All scheduling, show assignments, changes, etc. will be made in class. **All show assignments will be final after the eighth week of the semester.** Thereafter, changes will only be made in the case of a bona fide emergency. MISSING CLASS WILL NOT BE ACCEPTED AS AN EXCUSE FOR NOT FULFILLING AN ASSIGNMENT. Makeup Quizzes will not be allowed. THTR 130 students will serve on a stage crew for one of the SDA productions. These crews are responsible for running the shows. Possible jobs include and are not limited to deck crew, properties, costume crew, fly system operator, follow-spot operator, light board operator, sound board operator, and assistant stage manager. These assignments begin during “tech week,” usually a full week prior to the opening of the show, and through the strike of the show. You will report to the stage manager, who will make specific assignments, supervise you, evaluate your work, and make grading recommendations.

**Note:** Theatre Majors and Minors will take 1 semester of 130 to fulfill their requirement.

### Grading Criteria:

**All segments of each track must be completed before a grade will be assigned.**

### Academic requirements – 50%

Assignment	Points	% of Grade
Quizzes and Attendance – Make up Quizzes will be provided only with a medical notification from Health Center as to your absence. This includes the 3 points for attending the Company Meeting on 9/3/19 at 5:00PM in PED 207	20	20
Midterm Paper (Costume/Scenic/Lighting attention)	20	20
Final Exam – Dec. 17, 2019 at 4:30PM	10	10
<b>TOTAL</b>	<b>50</b>	<b>50</b>

Grades for quizzes and exams are based on the percentage of questions answered correctly. The final letter grade is awarded based on the following percentages (A>94%>A->90%>B+>87%>B>84%>B->80%>C+>77%>C>74%>C->70%>D+>67%>D>64%>D->60%>F)

The Midterm and final projects will be graded by Tina Haatainen-Jones in conjunction with the other 130 faculty. If you have specific questions about your grade, please consult first with Els Collins.

- **NB: Please always include THTR 130 in the subject line of any correspondence.**

### Class Meetings:

- Quizzes will be given during classes at the beginning of the class.
- Required reading is due on the listed date: always bring your books to class for reference during discussions. There will be a quiz on the reading for that week or on the content covered in the previous week's lecture.
- Turn off all cell phones during class sessions and exams.
- If your phone is on during examinations, you will be asked to leave the room.

### Lab Training: Week 2 – Mandatory for all students

- You will attend tool training during the second week of class. Please attend the THTR 130 Lab section on your schedule and report to Duncan Mahoney at **TTL** at that time. This training is critical to your safe use of tools during strikes which are mandatory.

### Midterm Project – Due 10/15/19

- Choose 1 of the first two Plays in the SDA Fall Semester to read: *Men On Boats* or *Amsterdam*. You may not select a play for which you are assigned to crew.
- Read the play you will attend as an audience member in preparation for your midterm paper. Do not choose a play that you are a crew participant for or are in the cast of. Do not choose an Independent Student Production or Opera Production.

- Write a paper analyzing two to three of the design elements in the production. Using the information gathered from the lectures on Scenic or Costume Design or Lighting Design, describe how these three areas of design enhanced or detracted from the production. **Support these opinions with specific references to the text.** The paper should be 3-4 pages in length. Specific details are key. You should attend the production with a non-electronic means of recording your observations so that they will be fresh when writing the paper. Papers should be double-spaced, with any research footnoted. This midterm paper will be turned in via Blackboard TurnItIn by 10/15/19 at 5:00PM.

#### Final Exam-

- **The Final Exam will be administered on Tuesday, December 17, 2019 at 4:30PM, which is the Mandatory Final Exam Meeting Time. This will be a multiple choice exam with approximately 75 questions about the reading and lecture content covered during the semester.** Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166.

#### **Practicum requirements – 50%**

50% Completion of Running Crew Assignment

The following criteria will be considered in grading your crew participation:

Assignment	Points	% of Grade
Crew member on time? If late, provided SM with advance warning?	5	5
Followed directions?	5	5
Took initiative in tasks?	10	10
Positive attitude toward SM/Designer/Director/Cast/Staff	10	10
Devoted 100% Attention	10	10
<b>If Light/Sound Board Op: did appropriate pre-show checks per instructions</b>	10	<b>10</b>
<b>If Deck Crew: shared responsibilities in sweeping, mopping and setting props</b>	10	<b>10</b>
<b>If Costume Crew: shared laundry and presetting duties</b>	10	<b>10</b>
<b>TOTAL (NB: Crew member will be assigned one of the bold areas above)</b>	50	<b>50</b>

#### NB:

- Points will be subtracted for lateness without a call to the SM
- Points will be subtracted for not attending.
- If you are ill or injured and cannot attend a rehearsal or performance inform your stage manager ASAP. A doctor's note will be required for verification. Depending on the duration of the illness you may need to complete another crew assignment.

**If you are removed from a crew due to poor behavior, or if you do not complete your crew assignment, you will fail the course. The assessment of the performance of assigned tasks is based on your being there to perform those tasks at all scheduled rehearsals and performances. Absence from an entire rehearsal or performance will severely impact grading of the practicum portion of the class.**

- The use of any device to photograph or capture any portion of the rehearsal process is strictly prohibited with the exception of that which will facilitate production work as determined by the appropriate faculty.
- Phones should be silenced when backstage.
- When you are engaged in the crew assignment, the crew assignment must be given top priority. This means that you should not be talking on your phone or texting or watching media on any your devices when your attentions are needed to execute presets or cues.

**Lab Parity:** Because the requirements will vary from show to show, the lab assignments will vary from participant to participant. So, apart from each student putting in an equivalent amount of time during a given semester, parity of lab experience is not guaranteed.

**Crew Etiquette:** Intentionally unsafe work practices and other such “horseplay” can result in serious injury to yourself and others. Such activities will not be tolerated and will be addressed by a penalty ranging from a reduction in the assigned grade to removal from the class. If you cause injury to another person through an intentional act, you may also be liable for criminal and civil penalties. **Proper attire is required for dress rehearsals and performances.** Long-sleeved black shirts, long black pants, dark socks and **sturdy closed toe and heel shoes** will be required for your dress rehearsals and performances. **Sturdy closed toe and heel shoes** should be worn and long hair should be pinned or tied back whenever you are in the theatre.

**THTR 130 Lab Sessions:** For your scheduled lab session you will attend the following times for your scheduled show in the appropriate theatre. **NB: This Fall’s production of The Cider House Rules, Parts 1 and 2 has created alternative Tech/Performance Schedules. Please refer to the Excel Production Schedule in the Blackboard Crew Content Folder.** You will get more specific information from the stage manager of your show but the general schedule is as follows:

Thursday (1 week before opening)	6:00PM-10:00PM Meet and Greet
Friday	6:00PM-10:00PM Lighting and Sound Tech
Saturday	10:00AM-10:00PM Tech- 10 out of 12s
Sunday	10:00AM-10:00PM Tech- 10 out of 12s
Monday	6:00-11:00PM Dress Rehearsal (Proper crew attire req.)
Tuesday	6:00-11:00PM Dress Rehearsal (Proper crew attire req.)
Wednesday	6:00-11:00PM Final/Photo Dress (Proper crew attire req.)
Thursday (opening)	6:00PM Call for 7:00PM Perf. (Proper crew attire req.)
Friday	6:00PM Call for 7:00PM Perf. (Proper crew attire req.)
Saturday	1:00PM Call for 2:30PM Perf. (Proper crew attire req.)
	6:30PM Call for 8:00PM Perf. (Proper crew attire req.)
Sunday	1:00PM Call for 2:30PM Perf. (Proper crew attire req.)
	5:00PM -10PM Strike

**Final Examination Date: FALL SEMESTER FINAL is Tuesday, December 17, 2019 4:30PM**

Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166. Please note it is your responsibility to contact the testing office if you have multiple exams on one day in advance to ensure you can take your final exam.

**Dossier Assignment:**

**When Filling out your Dossier, please note the religious holidays during the Fall Semester and do not sign up for a show which conflicts with your attendance:**

Rosh Hashanah: September 30th and October 1st  
Yom Kippur: October 9th  
Sukkot: October 14th and 15th  
Shemini Atzeret/Simchat Torah: October 21st and 22nd

Crew assignments will be posted on Friday, September 13, 2019 by 5:00PM. Check the Crew Folder in Blackboard for Posted Crew List. It is **mandatory** that you check Blackboard and inquire if you do not find your name on the crew list.

## Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
<b>Week 1</b> <b>8/27/19</b>	<b>INTRO TO COURSE/REVIEW SYLLABUS (COLLINS, MAHONEY, HAATAINEN-JONES)</b>	(Gillette) Theatrical Design and Production Chapter 1, pp. 1-22 Production Organization and Management Chapter 3, pp. 37-49 A Brief History of Theatre Architecture and Stage Technology	<b>Assignment:</b> Contact your family scheduler for things you need to do. Complete your Dossier in class or to turn in <u>by Thursday, Sept. 12, 2019 - you may drop them off in Els Collins' mailbox at DRC 116 or email them to her at <a href="mailto:ecollins@usc.edu">ecollins@usc.edu</a>. If you do not get your dossier in by this time, there is a higher chance you may be assigned to a show you did not select.</u>
<b>Week 2</b> <b>9/3/19</b>	<b>STAGE MANAGEMENT I (COLLINS)</b>	(Gillette) Theatrical Design and Production Chapter 1, pp. 1-22 Production Organization and Management COURSE READER: The Back Stage Guide to Stage Management, 2 <sup>nd</sup> Edition, by Thomas A. Kelly Chapter 1, pp. 19-26 What Does a Stage Manager Do? Chapter 2, pp. 40-47 Preproduction Chapter 7, pp. 140-157 Load in and Technical Rehearsals Stage Management, 7 <sup>th</sup> Edition, by Lawrence Stern Chapter 9, pp. 144-149	<b>Assignment:</b> You will attend tool training this week. Please attend the THTR 130 Lab section on your schedule and report to Duncan Mahoney at <b>TTL</b> at that time. This training is critical to your safe use of tools during strikes which are mandatory. <b>Attendance at the Company Meeting in PED 207 on Tuesday, 9/3/19 is mandatory barring class conflicts.</b>
<b>Week 3</b> <b>9/10/19</b>	<b>PRODUCTION MANAGEMENT I (COLLINS)</b>	<b>No Reading this week – classroom exercise</b>	<b>Assignment:</b> Contact your family scheduler for things you need to do. Complete your Dossier in class or to turn in <u>by Thursday, Sept. 12, 2019 - you may drop them off in Els Collins' mailbox at DRC 116 or email them to her at <a href="mailto:ecollins@usc.edu">ecollins@usc.edu</a>. If you do not get your dossier in by this time, there is a higher chance you may be assigned to a show you did not select.</u>

<b>Week 4</b> <b>9/17/17</b>	<b>COSTUME DESIGN I</b> <b>(HAATAINEN-JONES)</b>	Theatrical Design and Production, by J. Michael Gillette Ch. 18, pp. 450-469 Costume Design	<b>Introduce Stage Managers for Fall Shows</b> This week, the SDA Stage Managers will come to class to meet with crew members assigned to <i>all Fall Productions</i> .
<b>Week 5</b> <b>9/24/19</b>	<b>COSTUME DESIGN II</b> <b>(HAATAINEN-JONES)</b>	<b>No Reading this week.</b> <b>There will be an in-class project.</b>	<b>Practicum:</b> <b>MEN ON BOATS - BA 1 MCC</b> <b>Meet and Greet Thurs., 9/26/19 6:00PM</b> <b>MEN ON BOATS BA 1 MCC</b> <b>Tech Fri., 9/27/19 6-10PM,</b> <b>Sat. 9/28/19 10:00AM-10:00PM;</b> <b>Sun., 9/29/19 10:00AM-10:00PM</b>
<b>Week 6</b> <b>9/30/19</b>	<b>SCENIC DESIGN I</b> <b>(KATA)</b>	Theatrical Design and Production, by J. Michael Gillette Chapter 4, pp. 52-75 The Stage and Its Equipment Ch. 9, pp. 163-180 Scenic Design	<b>Practicum:</b> <b>AMSTERDAM SCENE DOCK</b> <b>Meet and Greet Thurs., 10/3/19 6:00-10:00PM</b> <b>Tech Fri., 10/4/19, 6-10PM,</b> <b>Sat. 10/5/19 10:00AM-10:00PM,</b> <b>Sun., 10/6/19 10:00AM-10:00PM</b>  <b>MEN ON BOATS - BA 1 MCC</b> <b>Dress Rehs.</b> <b>Mon., 9/30/19 6:00-11:00P;</b> <b>Tues., 10/1/19 6:00-11:00P;</b> <b>Wed., 10/2/19 6:00-11:00P</b> <b>PHOTOS</b>  <b>MEN ON BOATS - BA 1 MCC</b> <b>Perfs: Thurs., 10/3/19, Fri. 10/4/19 7:30PM, Sat. 10/5/19 2:30 &amp; 8:00PM, Sun. 10/6/19 2:30PM</b> <b>followed by mandatory strike</b> <b>Call times are at least 90 minutes before curtain times</b>
<b>Week 7</b> <b>10/8/19</b>	<b>SCENIC DESIGN II</b> <b>(KATA)</b>	No Reading this week	<b>Practicum:</b> <b>AMSTERDAM SCENE DOCK</b> <b>Dress Rehs. Mon., 10/7/19 6-11PM,</b> <b>Tues., 10/8/19 6-11PM,</b> <b>Wed., 10/9/19 6-11PM PHOTOS</b>  <b>AMSTERDAM SCENE DOCK</b> <b>Perfs: Thurs., 10/10/19, Fri. 10/11/19 7:30PM, Sat. 10/12/19 2:30 &amp; 8:00PM, Sun. 10/13/19 2:30PM</b> <b>Call times are at least 90 minutes before curtain times.</b> <b>PLEASE NOTE: AMSTERDAM has three more performances on the following weekend.</b>

<p><b>Week 8</b> <b>10/15/19</b></p>	<p><b>SOUND DESIGN I</b> <b>(ALLEN)</b></p>	<p>(Gillette) Theatrical Design and Production Ch.21, pp. 523-549 Sound Design and Technology</p> <p><b>Assignment: MIDTERM PAPERS DUE by 5:00PM.</b> Turn in via Turnitin Assignment in Blackboard.</p>	<p><u><b>Practicum:</b></u> <b>AMSTERDAM, BA ONLY, SCENE DOCK</b> Perfs: Sat. 10/19/19 2:30 &amp; 8:00PM, Sun. 10/20/19 2:30PM followed by mandatory strike Call times are at least 90 minutes before curtain times.</p> <p><b>THE CIDER HOUSE RULES, Part 1 BA ONLY BING</b> Meet and Greet (Part 1 only) Wed. 10/16/19 6:00-10:00PM <b>NB: No Activities on 10/17/19 and 10/18/19 which are designated Fall Recess.</b> Tech Part 1 Only – Sat., 10/19/19 10:00AM-10:00PM Sun., 10/20/19 10:00AM-10:00PM</p>
<p><b>Week 9</b> <b>10/22/19</b></p>	<p><b>PROPS LECTURE</b> <b>(COLLINS)</b></p>	<p>(Gillette) Theatrical Design and Production Ch. 13, pp. 316-328 Stage Properties</p>	<p><u><b>Practicum:</b></u> <b>CIDER HOUSE RULES, PART I, BA ONLY BING</b> Tech Part 1 only – Monday, 10/21/19 6-10PM Dress Reh. Part 1 only – Sat., 10/26/19 5-10PM Sun., 10/27/19 10:00AM-3:00PM</p> <p><b>CIDER HOUSE RULES, PART II, BA ONLY BING</b> Meet and Greet Part 2 only – Tues., 10/22/19 6-10PM Tech Part 2 only – Wed., 10/23/19 6-10PM Thurs., 10/24/19 6-10PM, Fri., 10/25/19 6-10PM, Sat., 10/26/19 10AM-3PM Dress Reh. Part 2 only – Sun., 10/27/19 5-10PM</p> <p><b>TROUBLE IN MIND, BA ONLY – MCC THEATRE</b> Meet and Greet – Thurs., 10/24/19 6-10PM Tech – Fri., 10/25/19 6-10PM, Sat., 10/26/19 10:00AM-10:00PM, Sun., 10/27/19 10:00AM-10:00PM</p>
<p><b>Week 10</b> <b>10/29/19</b></p>	<p><b>SOUND LECTURE II</b> <b>(ALLEN)</b></p>	<p>No Reading This Week</p>	<p><u><b>Practicum:</b></u> <b>CIDER HOUSE RULES Part 1 Only – Dress Reh. - Tues., 10/29/19 6-11PM PHOTOS</b> Perf. Thurs., 10/31/19 7:30PM, Sat. 11/2/19 2:30PM, Sun., 11/3/19 2:30PM</p>

			<p><b>CIDER HOUSE RULES Part 2 Only</b>  Dress Reh. – Mon., 10/28/19 6-11PM, Wed., 10/30/19 6:00-11:00PM PHOTOS  Perf. Fri., 11/1/19 7:30PM, Sat. 11/2/19 8:00PM, Sun., 11/3/19 8:00PM  Call times are at least 90 minutes before curtain times</p> <p><b>TROUBLE IN MIND BA 2 MCC</b>  Dress Rehs.  Mon., 10/29/19 6:00-11:00PM;  Tues., 10/30/19 6:00-11:00PM;  Wed., 10/31/19 6:00-11:00PM PHOTOS</p> <p><b>TROUBLE IN MIND BA 2 MCC</b>  Perfs: Thurs., 11/1/19 7:30PM  Fri. 11/2/19 7:30 PM,  Sat. 11/3/19 2:30 &amp; 8:00PM, Sun. 11/4/19 2:30PM followed by mandatory strike.  Call times are at least 90 minutes before curtain times.</p>
<p><b>Week 11</b>  11/5/19</p>	<p><b>PROJECTION DESIGN (TBD)</b></p>	<p>(Gillette) Theatrical Design and Production  Ch. 17, pp. 435-449  Projections and Media</p>	<p><u>Practicum:</u>  <b>CIDER HOUSE RULES Part 1 Only</b>  Perf. Wed., 11/6/19 7:30PM, Fri., 11/8/19 7:30PM, Sat. 11/9/19 8:00PM  <b>CIDER HOUSE RULES Part 2 Only –</b>  Perf. Thurs., 11/7/19 7:30PM, Sat., 11/9/19 2:30PM, Sun., 11/10/19 2:30PM followed by mandatory strike.  Call times are at least 90 minutes before curtain times</p> <p><b>MAD FOREST BFA SR SCENE DOCK</b>  Meet and Greet – Thurs., 11/7/19 6-10PM  Tech – Fri., 11/8/19 6-10PM,  Sat., 11/9/19 10AM-10:00PM  Sun., 11/10/19 10:00AM-10:00PM</p>
<p><b>Week 12</b>  11/12/19</p>	<p><b>LIGHTING DESIGN I (EPSTEIN)</b></p>	<p>(Gillette) Theatrical Design and Production  Ch. 14, pp. 345-382 Lighting Design</p>	<p><u>Practicum:</u>  <b>MAD FOREST BFA SR SCENE DOCK</b>  Dress Reh. – Mon. 11/11/19 6-11PM, Tues., 11/12/19 6:00-11:00PM, Wed., 11/13/19 6:00-11:00PM PHOTOS  Perf – Thurs. 11/14/19 7:30PM, Fri., 11/15/19 7:30PM,  Sat., 11/16/19 2:30PM &amp; 8:00PM  Sun., 11/17/19 2:30PM</p>



			<p><b>PLEASE NOTE: MAD FOREST has five more performances on the following weekend.</b></p> <p>BARBARIANS BFA JR MCC MCCLINTOCK Meet and Greet Thurs., 11/14/19 6:00PM Tech Fri., 11/15/19 6-10PM, Sat. 11/16/19 10:00AM-10:00PM; Sun., 11/17/19 10:00AM-10:00PM</p>
<p><b>Week 13</b> 11/19/19</p>	<p><b>LIGHTING DESIGN II</b> (EPSTEIN)</p>	<p>No Reading This week</p>	<p><u>Practicum:</u> BARBARIANS BFA JR –MCC Dress Rehs. Mon., 11/18/19 6:00-11:00PM; Tues., 11/19/19 6:00-11:00PM; Wed., 11/20/19 6:00-11:00PM PHOTOS</p> <p>BARBARIANS BFA JR MCC Perfs: Thurs., 11/21/19, 7:30PM, Fri. 11/22/19 7:30PM, Sat. 11/23/19 2:30 &amp; 8:00PM, Sun. 11/24/19 2:30PM followed by mandatory strike. Call times are at least 90 minutes before curtain times</p> <p>MAD FOREST BFA SR SCENE DOCK Perf – Thurs. 11/21/19 7:30PM, Fri., 11/22/19 7:30PM, Sat., 11/23/19 2:30PM &amp; 8:00PM Sun., 11/24/19 2:30PM followed by mandatory strike. Call times are at least 90 minutes before curtain times</p>
<p><b>Week 14</b> 11/26/19</p>	<p><b>THE DESIGN PROCESS: COLLABORATION</b> (ALLEN, COLLINS, EPSTEIN, HAATAINEN-JONES, KATA)</p>	<p>Theatrical Design and Production, by J. Michael Gillett, Chapter 2, pp. 22-36 The Design Process Ch. 5, pp. 76-88 Style, Composition and Design <b>CLASS EXERCISE</b></p>	<p><u>Practicum:</u> There are no techs or performances this week due to Thanksgiving Recess. Happy Thanksgiving Recess!</p>
<p><b>Week 15</b></p>	<p><b>QUIZ TIME REVIEW</b> (ALLEN, COLLINS, EPSTEIN, HAATAINEN-JONES, KATA)</p>	<p><b>IN CLASS MATERIAL REVIEW IN THE FORM OF A GAME SHOW</b></p>	<p><u>Assignment:</u> Fill out Instructor Evaluations online through BLACKBOARD.</p>
<p><b>FINAL</b></p>	<p><b>Final Examination Date:</b> <b>FALL SEMESTER FINAL is Tuesday, December 17, 2019 4:30PM in GFS 106</b></p>	<p><b>FINAL EXAM WILL BE IN THE FORM OF MULTIPLE CHOICE QUESTIONS COVERING LECTURES, READING AND PRACTICUM</b></p>	<p>Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166. Please note it is your responsibility to contact the testing office if you</p>

			have multiple exams on one day in advance to ensure you can take your final exam.
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## EXTRA-CURRICULAR COMMITMENTS AND ISPS

Should you choose to participate in any extra-curricular project, such as an Independent Student Production, the SDA administration and faculty will not make allowances or exceptions for absences in class, missed or delayed assignments, home work that is required as preparation for class, or lack of participation in class resulting from your extra-curricular involvement.

## Statement on Academic Conduct and Support Systems

### Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](http://policy.usc.edu/scampus-part-b). Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

### Statement for Students with Disabilities

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. Website for DSP and contact information: (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX) [ability@usc.edu](mailto:ability@usc.edu).

### Emergency Preparedness/Course Continuity in a Crisis

In case of a declared emergency if travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies. See the university’s site on Campus Safety and Emergency Preparedness.

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### Support Systems:

*Student Counseling Services (SCS) – (213) 740-7711 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. [engemannshc.usc.edu/counseling](http://engemannshc.usc.edu/counseling)

*National Suicide Prevention Lifeline – 1 (800) 273-8255*

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

*Relationship and Sexual Violence Prevention Services (RSVP) – (213) 740-4900 – 24/7 on call*

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. [engemannshc.usc.edu/rsvp](http://engemannshc.usc.edu/rsvp)

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: [sarc.usc.edu](http://sarc.usc.edu)

*Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class. [equity.usc.edu](http://equity.usc.edu)

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response.

[studentaffairs.usc.edu/bias-assessment-response-support](http://studentaffairs.usc.edu/bias-assessment-response-support)

*The Office of Disability Services and Programs*

Provides certification for students with disabilities and helps arrange relevant accommodations. [dsp.usc.edu](http://dsp.usc.edu)

*Student Support and Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. [studentaffairs.usc.edu/ssa](http://studentaffairs.usc.edu/ssa)

*Diversity at USC*

Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. [diversity.usc.edu](http://diversity.usc.edu)

*USC Emergency Information*

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. [emergency.usc.edu](http://emergency.usc.edu)

*USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime.*

Provides overall safety to USC community. [dps.usc.edu](http://dps.usc.edu)