

## THTR 130 Intro to Theatrical Production

### SYLLABUS

Spring 2021—Fridays—2:00PM-3:50PM

Lecture Location: Zoom

Section: 62639

Instructor: Jenny Guthrie

Office: N/A

Office Hours: call or text

Contact: Cell (661) 755-2415 (texting and calls should be the way to schedule appointments.) Email: [jlguthri@usc.edu](mailto:jlguthri@usc.edu). (If you are emailing me something, please notify me via text first.)

### Course Description and Overview

This course is an Introduction to the non-performance areas of theatrical production (administrative, design, and technical fields) 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 readings as well as through lectures and hands-on projects. Students will be exposed to the creative process of all areas of theatrical design.

**Prerequisite(s):** None

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

**Concurrent Enrollment:** None

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

### Required Readings and Supplies

- (Gillette) Seventh Edition - *Theatrical Design and Production, An Introduction to Scenic Design and Construction, Lighting, Sound, Costume, and Makeup* by J. Michael Gillette (available in bookstore and online)
- Design tools: **(All are available online through Amazon.)**
  - A) Mini Travel Sewing Kit (\$6.59)
  - B) 50 Pairs 3 Styles Skirt Hooks & Eyes Sewing Hook, Sewing Snaps Clothing Fixing Tools (\$6.99)
  - C) Cottonvill-20 Count-Cotton Solid Quilting Fabric (5" Square) (\$5.87) (pick any color you like)
  - D) Westcott Junior T-Square Ruler, 18" (\$8.26)
  - E) Clearprint 1000H Design Vellum Pad, 8 ½" X 11", **Translucent White** (\$15.24)
  - F) Glarks 16 Pieces Measuring Templates Building Formwork Stencils Geometric Drawing Rulers, Architect's Scale Ruler, Pencils (\$19.73)
  - G) Mr. Pen-Professional Drafting Tape, 500 Piece Drafting Dot (\$6.95) or any roll of masking tape
  - H) Elmer's Acid Free Foam Board (20" X 30") (\$7.96)
  - I) Field Template Lite (1/4") (a lighting design template of lighting instruments) (\$9.95)
  - J) Glue Stick

### Description of Grading Criteria and Assessment of Assignments

**Class Meetings:** Students will attend Friday afternoon lectures taught by Jenny Guthrie via Zoom. Students must attend every weekly lecture. **Attendance will be taken.** There will be lectures by and about every design element employed in the theater. **Quizzes will be given as marked on your Course Schedule below to assess understanding of the material covered in the reading.** Makeup Quizzes will not be allowed.

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

**Grading Criteria:**

Assignment	Points	% of Grade
Quizzes and Attendance – Make up Quizzes will be provided only with a medical notification from a nurse or doctor as to your absence. (10 points for each quiz and 5 points for attendance)	25	25
Design Projects (Costume/Scenic/Lighting & Projections/Sound & Stage Management) (15 points each except Sound & Stage Management is 10 points)	55	55
Final Exam – Monday, May 10, 2021 from 2 to 4 pm	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</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)

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

**Class Meetings:**

- Quizzes will be given at the beginning of the classes as per listed on your Course Schedule. Each is worth 5 points. Quizzes will be based on class discussions and the readings.
- Required reading listed on a date should be completed by the next class period: always bring your books to class for reference during discussions.
- Turn off all cell phones during class sessions and exams.
- The camera part of Zoom must be on during class, so I can assure you are actually present.

**Final Exam:**

- **The Final Exam will be administered on Monday, May 10, 2021 at 2:00PM which is the Mandatory Final Exam Meeting Time. This will be a multiple choice exam 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. Please note that it is your responsibility to contact the testing office if you have multiple exams in one day in advance to ensure that you can take your final exam.

### Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates/Quizzes
Week 1 1/15/21	INTRO TO COURSE/REVIEW SYLLABUS	(Gillette) <i>Theatrical Design and Production</i> , Chapter 1, pp. 1-22 ("Production Organization and Management"). Chapter 2, pp. 22-36 ("The Design Process") Chapter 3, pp. 37-49 ("A Brief History of Theatre Architecture and Stage Technology") Chapter 5, pp. 76-88 ("Style, Composition and Design")	
Week 2 1/22/21	MATERIALS & TOOLS	(Gillette) <i>Theatrical Design and Production</i> , Chapter 10, pp. 188-208 ("Tools and Materials"). Chapter 11, pp. 246-254 ("Scenic Production Techniques")	
Week 3 1/29/21	SCENIC DESIGN	<i>Theatrical Design and Production</i> , by J. Michael Gillette Ch. 4, pp 52-75, ("The Stage and Its Equipment"). Ch.9, pp. 163-180 ("Scenic Design").	
Week 4 2/5/21	SCENIC DESIGN	<i>Theatrical Design and Production</i> , by J. Michael Gillette. Ch.19, pp. 476-481 ("Costume Construction").	Quiz
Week 5 2/12/21	SEWING	<i>Theatrical Design and Production</i> , by J. Michael Gillette Ch. 18, pp. 450-469 ("Costume Design")	
Week 6 2/19/21	SEWING/SCENIC DESIGN PROJECT PRESENTATION	No Reading	Scenic Design Project Due

Week 7 2/26/21	COSTUME DESIGN	(Gillette) <i>Theatrical Design and Production</i> Ch. 14, pp. 345-382 ("Lighting Design").	
Week 8 3/5/21	LIGHTING DESIGN/ PRESENTATION OF COSTUME RENDERINGS	No Reading	Costume Renderings and Sewing Due
3/12/21	Wellness Day	No classes	
Week 9 3/19/21	LIGHTING DESIGN	No Reading	Quiz
Week 10 3/26/21	PROJECTION DESIGN & SOUND LECTURE	(Gillette) <i>Theatrical Design and Production</i> Ch.17, pp. 435-449 ("Projections and Media"). Ch.21, pp. 523-549 ("Sound Design and Technology").	
Week 11 4/02/21	STAGE AND PRODUCTION MANAGEMENT/ PRESENTATION OF LIGHTING AND PROJECTION DESIGN PROJECTS	No Reading This week	Lighting and Projection Design Project Due
Week 12 4/9/21	PROPS	(Gillette) <i>Theatrical Design and Production</i> Ch. 13, pp. 316-328 (" Stage Properties")	
Week 13 4/16/21	PRESENTATION OF SOUND AND STAGE MANAGEMENT PROJECTS		Sound and Stage Management Project Due
Week 14 4/23/21	REVIEW FOR FINAL EXAM		<u>Assignment: Fill out Instructor Evaluations online through BLACKBOARD.</u>
4/30/21	Wellness Day	No Class	

<b>FINAL</b>	<b>Final Examination Date: SPRING SEMESTER FINAL is Monday, May 10, 2021 at 2:00 pm</b>	<b>FINAL EXAM WILL BE IN THE FORM OF MULTIPLE CHOICE QUESTIONS COVERING LECTURES, READING AND PRACTICUM</b>	<b>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.</b>

### **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)