

THTR 130 Intro to Theatrical Production

SYLLABUS

Fall 2023—Tuesdays—8:00AM-9:50AM

Lecture Location: THH 210

Location: Lab time – and as scheduled for Shop and Crew assignments – *In Crew Track/Crew Track, your work on the stage crew is your lab. Keep your lab registration or you cannot be assigned a grade.*

Section: 62657R

Instructors:

Elsbeth M. Collins: Professor of Theatre Practice, Chair of Production and Stage Management

Office: SDT M201 (In person or virtual)

Office Hours: Wed. 3-4PM PST by appointment

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Ann Closs-Farley: Assistant Professor of Costume Design

Office: PED 114E (In Person or Virtual)

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Takeshi Kata, Assoc. Professor of Scenic Design, Chair of Design

Office: JEF 202 (Virtual)

Office Hours: by appointment

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Elizabeth Harper, Assistant Professor of Lighting Design

Office: JEF 202 (Virtual)

Office Hours: by appointment

Contact: heilich@usc.edu

Noel Nichols, Assistant Professor of Sound Design

Office: BIT (In person or virtual)

Office Hours: by appointment

Contact: noel.nichols@usc.edu

Course Description and Overview

Introduction to the non-performance areas of theatrical production (administrative, design, and technical fields) through a mixture of hands-on/virtual 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:

1. **Understanding:** Increase student's knowledge of terminology, hierarchy and functions of basic stage crew operations by reading, watching videos, discussing, being quizzed, and participating in class projects. Expand the student's knowledge about the design process, as exemplified by lectures, readings and group collaborations in class.
2. **Analysis:** Increase the student's ability to analyze the logistics of creative theatrical endeavors, including describing them with appropriate vocabulary, examining their formal elements, and engaging in the hands-on application of topics learned in lectures.
3. **Application of skills:** Work collaboratively as part of the crew on an SDA production from the beginning of tech rehearsals through the strike of the production. Deepen the student's appreciation of the importance of each crew member's role to the whole of the ensemble.

Prerequisite(s): None

Co-Requisite (s): None

Concurrent Enrollment: None

Recommended Preparation: Acquire the reading materials and familiarize yourself with them. Bring a love of the theatrical experience.

Required Readings and Supplementary Materials:

- (Gillette) Theatrical Design and Production , 8th Edition
- Excerpts from books on Stage Management through ARES including: (Kelly) The Back Stage Guide to Stage Management, 2nd Edition, by Thomas A. Kelly; (Stern) Stage Management, 7th Edition by Lawrence Stern; Careers in Technical Theatre (Lawler)

Class Meetings/Communication Etiquette/Technology

Class Meetings — Tuesdays, 8:00AM-9:50AM PDT or PST:

Class will meet in person every Tuesday morning at 8:00 am, PDT or PST in **THH210**.

Students must attend every weekly lecture. There will not be a Zoom option for attending class unless as indicated in the syllabus or if necessary due to the Instructor's

availability. You are expected to review the module content in BB for that week, **prior to attending the class**. The module for the following week will be made available immediately following each class.

- Attendance will be taken in Qwickly in BB at the start of each class.
- Required reading and viewing of videos for the module are due **on** the listed date, **including for the first class**. Always bring your books to class for reference during discussions.
- As a record of active participation and attendance, instructors may require the completion of small, in-class work projects, done individually or in teams. For group projects, all members will receive the same grade for the work. In-class work may be assigned at any point during the class; students who miss the assignment due to arriving late or leaving early **will not** have an opportunity to make up the work.
- **MISSING CLASS WILL NOT BE ACCEPTED AS AN EXCUSE FOR NOT FULFILLING AN ASSIGNMENT.**
- 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, assistant stage manager and usher. 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 managers, who will make specific assignments, supervise you, and provide feedback to the faculty of the course. [In order to select which production you will work on, please fill out this survey.](#) **Due date is 8/29/23.**
- Students will receive tool training which will be offered in the second week of the fall semester on the following dates from 6-8PM: Monday, August 28-Friday, September 1st. Please sign up for the training in the TTL building here: <https://uscgsda.fullslate.com/services/8481>

Please note that at the conclusion of casting there will be a mandatory full 397/497/130/131A Company Meeting on Monday, 8/28/23 from 5:00-5:45 PM [ZOOM LINK](#). If you have a curricular conflict and can't be at the meeting, please watch the meeting recording which will be available in BB. Resources discussed in that meeting will be available in Blackboard.

Communication (During in person Class)

- There are currently no masking requirements for classes. Check announcements for Fall COVID Masking and testing requirements for SDA Productions and ISPs.
- There will be no eating or drinking in class.
- Please present yourself professionally at all times.
- Computers may be used to take notes during class.

Communication (Out of Class):

- **Please always include THTR 130 in the subject line of any email correspondence.**
- You may expect a response within 48 hours of receiving your communication. Please plan accordingly.

Description and Assessment of Assignments

Grading Criteria:

Academic requirements – 50%

Assignment	Points	% of Grade
Quizzes, Attendance, and Participation in In-Class Work Projects	10	10
Mid-term Exam– Tuesday, October 10, 2023 by 5:00PM	10	10
Crew Group Journal Assignment - Rolling due dates - 1 week after strike for your assigned production.	15	15
Final Exam -Tuesday, December 12, 2023 at 4:30PM in THH 210	15	15
TOTAL	50	50

Practicum requirements – 50%

Lab Training: Week 2 – Mandatory for all students

- You will attend tool training at the TTL building 1030 Bloom Walk during the second week of classes. **Enter the lab from the rear roll door of the TTL. The front door will be locked at 6:00PM.** Please attend the THTR 130 Lab section based on your sign up time 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. Please sign up for the training in the TTL building here: <https://uscsgda.as.me/tooltraining>. Read the Safety PDF in BB prior to attending the tool training.
- Practicum schedule - Time Commitments begin 10-12 days before your opening.
 - Mon. Meet and Greet 6-10PM
 - Tues., Wed., Thurs. and Fri. Tech Rehearsals 6-10PM
 - Sat. Tech Rehearsals 10AM-6PM,
 - Sun. Off (Please note there may be some exceptions- Musicals, notably)
 - Monday will be first Dress Rehearsal or if a Musical the Sitzprobe
 - Mon, Tues., Wed. Thurs. Dress Rehearsals 6-11PM
 - Fri. Performances 6PM Call for 7:30 PM Curtain
 - Sat. Performances 1PM Call for 2:30 curtain/6:30PM Call for 8PM Curt.
 - Sun. Performance 1PM Call for 2:30 curtain
 - o Mandatory Strike 5PM-7:00PM on Sundays.
 - Please note that in Fall 2023 all productions will perform for two weekends.
 - *Pippin*, the Fall Musical in the Bing will have a Student Matinee on Thursday, November 2, 2023. This will require ensemble members to miss classes. A request for permission to do so will be provided to those students who are on that crew for professors of classes in the morning that day.
 - Please refer to this document for the [overview of the Fall 2023](#) Productions you can crew prior to filling out the Dossier below.

Fill out your Dossier here by 8/29/23 <https://uscsgda.formstack.com/forms/sdathtr130>
Sign up for Tool Training here by 8/29/23: <https://uscsgda.as.me/tooltraining>

Assignment	Points	% of Grade
Crew member filled out the survey (link above) by 8/29/23 to get an assignment. Checked assignment in BB by 9/1/23	2	2
Attendance at Rehearsal/Tech	0-18	18
Attendance at Performances	0-20	20
Professionalism:		
Pre/Post Show Tasks	12-20	20
Running the show	12-20	20
Attitude and Communication	9-15	20
Focus and Attention	1-5	5
TOTAL	100	100

All communications about illness or conflicts with practicum attendance should begin with Els Collins, ccing the stage manager. It is not the stage manager's prerogative to release students from attendance requirements for their production assignment. Depending on the student's assignment, the grading of the crew practicum is informed by observations from stage management, wardrobe supervisors, and course faculty.

Quizzes and Exams Grading:

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)

Quizzes:

Quizzes will be given in approximately five classes to assess understanding of the material covered in the reading. **Makeup Quizzes will not be allowed.**

Extra Credit: 2 points - you may volunteer to be a crew head in your area if you are in Front of House, Deck Crew, or Costume Crew. To do this speak to your stage manager who will alert Els.

Read the essay EF's Journey to a Small Planet and apply it to the play that you're working on. Bullet points only.

Crew Community Journal Assignment– Rolling Due Dates - 1 week after strike, dates below:

- Judas Iscariot - Due Date Monday, 10/16/23 by 12:00 Noon
- Dance Nation - Due Monday, 11/6/23 by 12:00 Noon
- Pippin - Due Monday, 11/13/23 by 12:00 Noon
- Hit The Wall - Due Monday, 11/20/23 by 12:00 Noon
- Putnam County Spelling Bee - Due Monday, 11/20/23 by 12:00 Noon
- Our Town - Due Monday, 11/27/23 by 12:00 Noon

Expectations for the shared journal assignment:

All students in each area will contribute to entries pertaining to their area.

There will be 8-10 prompts for students to participate in Costume, Deck Crew, Front of House, and board operators in areas of sound and lighting. These assignments will be set up in BB following the assignment of all students to specific crews.

Final Exam –Tuesday, December 12, 2023 at 4:30PM in THH 210 LIVE ONLY

Approximately 50 questions about the reading and lecture content covered during the semester.

- **The Final Exam will be administered only in person in THH 210 at the Mandatory Final Exam Meeting Time.** Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. ***Please schedule your winter recess travel according to this schedule, as accommodations can not be made for travel conflicts.*** This exam will be administered only in person in THH 210 or per individual student’s OSAS accommodations.
- 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.

Course Schedule: A Weekly Breakdown (next pages)

	Topics/Daily Activities	Preparation Prior to Class Readings and Videos	Deliverable/ Due Dates/Practicum Dates
Week 1 8/22/2023	INTRO TO COURSE/REVIEW SYLLABUS (CLOSS-FARLEY, COLLINS, HARPER. KATA, NICHOLS)	Watch Videos in Welcome Module and BB Week 1	<u>Assignment:</u> Read the first two modules in BB: Welcome and Week 1. Be prepared to learn about what your potential role on the crew could be this semester. There will be a brief quiz on the syllabus at the end of class.
Week 2 8/29/2023	UNDERSTANDING CREW ROLES AND EXPECTATIONS (CLOSS-FARLEY, COLLINS, HARPER. KATA, NICHOLS)		We will have a brief quiz on the reading and videos in class. Attend Tool Training one night this week - fill out the sign up here. Please check your crew assignment on Friday at 5PM. No PRACTICUMS THIS WEEK
Week 3 9/5/2023	COSTUMES Wardrobe for the Theater (CLOSS-FARLEY)	Read: Theatrical Design and Production, by J. Michael Gillette Theatrical Design and Production, by J. Michael Gillette Chp. 1 Look at videos in the module for this week on Wardrobe. Will discuss the Wardrobe depart needs of USC vs. a Professional Theater venue.	We will do a sewing project in class. This is worth quiz points. Students who are not in class for this exercise will need to return it by Week 8 10/10/23

		There will be a mock quick change exercise.	
Week 4 9/12/2023	STAGE MANAGEMENT (SARVAS)	<p>Watch Videos in BB Week 4 including the Stage Manager Narrated PowerPoint about Union Stage Managers.</p> <p>READ: (Gillette - Chapter 1, Organization and Management) pp. 1-21</p> <p>In ARES Course Reserves:</p> <p>Careers in Technical Theatre by Mike Lawler, Part I, Chapter 2 Stage Management</p> <p>The Back Stage Guide to Stage Management, 2nd Edition, by Thomas A. Kelly</p> <p>Chapter 1, pp. 19-26 What Does a Stage Manager Do?</p> <p>Chapter 2, pp. 40-47</p> <p>Preproduction</p> <p>Chapter 7, pp. 140-157 Load in and Technical Rehearsals</p> <p>Stage Management, 7th Edition, by Lawrence Stern</p> <p>Chapter 9, pp. 144-149</p>	<p>Familiarize yourself with the BB Journal Assignment. Each crew will document your crew story throughout the crew assignment in the journal.</p> <p>No PRACTICUMS THIS WEEK</p> <p>FALL PRODUCTION SMs WILL COME TO CLASS TODAY TO MEET THEIR CREWS.</p>
Week 5 9/19/2023	SOUND DESIGN I (NICHOLS)	(Gillette) Theatrical Design and Production Ch.21, pp. 510-539 Sound Design and Technology	<p>PRACTICUM:</p> <p>THE LAST DAYS OF JUDAS ISCARIOT: (BIT)</p> <p>Mon.. 9/18 6-10 PM M&G</p> <p>Tues., 9/19 6-10 PM Tech</p> <p>Wed. 9/20 6-10 PM Tech</p> <p>Thurs. 9/21 6-10 PM Tech</p> <p>Fri 9/22 6-10 PM Tech in Theatre</p> <p>Fri., 9/22 6-10PM COSTUME CREW in PED 114</p> <p>Sat. 9/23 10AM-6PM Tech</p> <p>Sun. 9/24 DAY OFF - No Call</p>
Week 6 9/26/2023	SCENIC DESIGN I (KATA) Theater Spaces and Scenic Terminology	<p>Theatrical Design and Production, by J. Michael Gillette</p> <p>Theatrical Design and Production, by J. Michael Gillette</p> <p>Ch. 9, pp. 153-175 Scenic Design</p> <p>Watch Videos in BB Week 6</p> <p>Review Keynote in BB Week 6</p>	<p>There will be two very short quizzes in class that will cover information from the readings as well as the in class lecture.</p> <p>PRACTICUM:</p> <p>THE LAST DAYS OF JUDAS ISCARIOT: (BIT)</p> <p>Dress Rehearsals:</p> <p>Mon. 9/25 6-11PM Tech</p> <p>Tues. 9/26 6-11PM Dress 1</p> <p>Wed. 9/27 6-11PM Dress 2</p> <p>Thurs. 9/28 6-11PM PHOTOS</p> <p>Fri. 9/29 7:30PM Perf. (6:00 PM Call)</p> <p>Sat. 9/30 2:30PM Perf. (1:00 PM Call)</p> <p>Sat. 9/30 8:00PM Perf. (6:30 PM Call)</p> <p>Sun. 10/1 2:30PM Perf. (1:00 PM Call)</p>

<p>Week 7 10/3/2023</p>	<p>LIGHTING DESIGN I (HARPER)</p>	<p>Gillette) Theatrical Design and Production Ch. 14, pp. 337-373 Lighting Design.</p> <p>Watch video in BB Week 7</p>	<p>PRACTICUM: THE LAST DAYS OF JUDAS ISCARIOT: (BIT) Mon. 10/2 6-10PM Perf. Wed., 10/4 6-10PM Brush Up Rehearsal Thurs. 10/5 6-10PM Perf. Fri.10/6 7:30PM Perf. (6:00 PM Call) Sat.10/7 2:30PM Perf. (1:00 PM Call) Sat. 10/7 8:00PM Perf. (6:30 PM Call) Sun. 10/8 2:30PM Perf. (1:00 PM Call)</p> <p>Mandatory strike will happen after the performance on Sunday</p>
<p>Week 8 10/10/23</p>	<p>MIDTERM EXAM - 50 minutes</p> <p>PRODUCTION MANAGEMENT/ORGANIZATION LECTURE (COLLINS)</p>	<p>Read: ARES Reading in BB: Mike Lawler Chapter 1 on Production Management. Watch the two videos in BB Module 7.</p> <p>There will be a midterm in class</p>	<p>N.B. PRACTICUM SCHEDULE DIFFERENT DUE TO FALL RECESS THURS. & FRI.</p> <p>DANCE NATION (SCD) Mon. 10/9 6-10 PM M&G Tues. 10/10 6-10 PM Tech Wed. 10/11 6-10PM Tech Thurs. 10/12 No Tech - FALL RECESS Fri., 10/13 No Tech - FALL RECESS Sat. 10/14 10AM-6PM Tech Sat. 10/14 10AM-6PM COSTUME WORK IN PED 114F Sun. 10/15 10AM-4PM Tech</p>
<p>Week 9 10/17/2023</p>	<p>SCENIC DESIGN II (KATA)</p>	<p>Watch Videos in BB Week 9</p> <p>Review Keynote in BB Week 9</p>	<p>PRACTICUM: PIPPIN: (BIT) Mon. 10/16 6-10 PM M&G Tues. 10/17 6-10 PM Tech Wed. 10/18 6-10 PM Tech Thurs. 10/19 6-10 PM Tech Fri. 10/20 6-10 PM Tech Sat. 10/21 10AM-10PM Tech Sun. 10/22 DAY OFF - No Call</p> <p>DANCE NATION (SCD) Mon. 10/16 6-11 PM Dress 1 Tues. 10/17 6-11 PM Dress 2 PHOTOS Wed. 10/18 6-11 PM Dress 1 Thurs. 10/19 6-11 PM Dress 2 PHOTOS Fri.10/20 7:30PM Perf. (6:00 PM Call) Sat.10/21 2:30PM Perf. (1:00 PM Call) Sat. 10/21 8:00PM Perf. (6:30 PM Call) Sun. 10/22 2:30PM Perf. (1:00 PM Call)</p> <p>HIT THE WALL (MCC): Mon. 10/16 6-10 PM M&G Tues. 10/17 6-10 PM Tech Wed. 10/18 6-10 PM Tech Thurs. 10/19 6-10 PM Tech Fri. 10/20 6-10 PM Tech Sat. 10/21 10AM-10PM Tech Sun. 10/22 10AM-6PM Sitzprobe</p>

<p>Week 10 10/24/23</p>	<p>PROPS LECTURE (COLLINS)</p>	<p>(Gillette, Chapter 13. Stage Properties, pp. 308-335) and in Ares: Careers in Technical Theatre (Lawler, Mike), Part 2, Chapter 6, Part I, Chapter 1 <u>Watch the two videos about props in Week 10 in BB</u></p>	<p>PRACTICUM: PIPPIN: (BIT) Mon. 10/23 6-10 PM Sitzprobe Tues. 10/24 6-11 PM Dress 1 Wed. 10/25 6-11 PM Dress 2 PHOTOS Thurs. 10/26 6-11 PM Dress 3 PHOTOS Fri.10/27 7:30PM Perf. (6:00 PM Call) Sat.10/28 2:30PM Perf. (1:00 PM Call) Sat. 10/28 8:00PM Perf. (6:30 PM Call) Sun. 10/29 2:30PM Perf. (1:00 PM Call)</p> <p>DANCE NATION (SCD) Wed. 10/25 6-11 PM Brush Up Reh. Thurs. 10/26 7:30PM Perf. (6:00 PM Call) Fri.10/27 7:30PM Perf. (6:00 PM Call) Sat.10/28 2:30PM Perf. (1:00 PM Call) Sat. 10/28 8:00PM Perf. (6:30 PM Call) Sun. 10/29 2:30PM Perf. (1:00 PM Call)</p> <p>Mandatory strike will happen after the performance on Sunday</p> <p>HIT THE WALL (MCC): Mon. 10/23 6-10 PM Tech Tues. 10/24 6-10 PM Tech Wed. 10/25 6-10 PM Tech Thurs. 10/26 6-10 PM Tech Fri.10/27 6-10 PM Tech Sat.10/28 10AM-10PM Tech Sun. 10/29 10AM-4PM Sitzprobe</p>
<p>Week 11 10/31/2023</p>	<p>LIGHTING II LECTURE (HARPER)</p>	<p>Read Gillette Chapter 1 Lighting Production6: Pp. 385-422 and articles linked to in BB Also watch behind the scene videos in BB.</p>	<p>PRACTICUM: PIPPIN (BIT) Mon. 10/30 7:30PM Perf. (6:00 PM Call) Wed., 11/1 6-10PM Brushup Rehearsal Thurs. 11/2 10:00AM Student Mat. (8:30AM Call) Fri.11/3 7:30PM Perf. (6:00 PM Call) Sat.11/4 2:30PM Perf. (1:00 PM Call) Sat. 11/4 8:00PM Perf. (6:30 PM Call) Sun. 11/5 2:30PM Perf. (1:00 PM Call) Mandatory strike will happen after the performance on Sunday</p> <p>HIT THE WALL (MCC) Mon. 10/30 6-11 PM Dress 1 Tues. 10/31 6-11 PM Dress 2PHOTOS Wed. 11/1 6-11 PM Dress 3 Thurs. 11/2 6-11 PM Dress 4 PHOTOS Fri.11/3 7:30PM Perf. (6:00 PM Call) Sat.11/4 2:30PM Perf. (1:00 PM Call) Sat. 11/4 8:00PM Perf. (6:30 PM Call) Sun. 11/5 2:30PM Perf. (1:00 PM Call)</p>

<p>Week 12 11/7/23</p>	<p>COSTUME DESIGN 1 and 2 (CLOSS-FARLEY)</p>	<p>Read (Gillette) Theatrical Design and Production, chps. 18, 19, 20, by Tuesday, December 12, 2023 at 4:30PM. Content on these chapters will be on your final.</p> <p>There will be an in-class makeup design project.</p>	<p>PRACTICUM: HIT THE WALL (MCC) Mon.11/6 7:30PM Perf. (6:00 PM Call) Tues. 11/7 6-10PM Brush Up Rehearsal Wed. 11/8 7:30PM Perf. (6:00 PM Call) Thurs. 11/9 7:30PM Perf. (6:00 PM Call) Fri. 11/10 NO PERFORMANCE - VETERAN'S DAY HOLIDAY Sat.11/11 2:30PM Perf. (1:00 PM Call) Sat. 11/11 8:00PM Perf. (6:30 PM Call) Sun. 11/12 2:30PM Perf. (1:00 PM Call) Mandatory strike will happen after the performance on Sunday</p> <p>PRACTICUM: 2nd STAGE - BFA 3 MT - SCD Mon. 11/6 6-10 PM M&G and Tech Tues. 11/7 6-10 PM Tech Wed. 11/8 6-11 PM Dress Thurs. 11/9 7:30PM Perf. (6:00 PM Call) Fri.11/10 NO PERFORMANCE - VETERAN'S DAY HOLIDAY Sat.11/11 2:30PM Perf. (1:00 PM Call) Sat. 11/11 8:00PM Perf. (6:30 PM Call) Sun. 11/12 2:30PM Perf. (1:00 PM Call)</p>
<p>Week 13 11/14/2023</p>	<p>SOUND DESIGN II (NICHOLS)</p>	<p>Read (Gillette) Theatrical Design and Production, Chapter 21: Sound Design and Technology, pp. 510-538</p>	<p>PRACTICUM: 2nd Stage - BFA 3 ACTING - SCD Mon. 11/13 6-10 PM M&G and Tech Tues. 11/14 6-10 PM Tech Wed. 11/15 6-11 PM Dress Thurs. 11/16 7:30PM Perf. (6:00 PM Call) Fri. 11/17 7:30PM Perf. (6:00 PM Call) Sat.11/18 2:30PM Perf. (1:00 PM Call) Sat. 11/18 8:00PM Perf. (6:30 PM Call) Sun. 11/19 2:30PM Perf. (1:00 PM Call)</p>
<p>Week 14 11/21/2023</p>	<p>PROJECTION LECTURE (HARPER/KATA/COLLINS)</p>	<p>Watch the Es Devlin episode of Abstract prior to class. In BB Week 13 (No Reading)</p>	<p>There may be a collaborative exercise in class today. NO PRACTICUM THIS WEEK</p>
<p>Week 15 11/28/2023</p>	<p>Summing Up Our Crew Journeys -</p>	<p>IN CLASS Students will gather in their crew groups, and share out from their journals to the rest of the class and present the Most Valuable Crew Award to the elected crew member.</p>	<p><u>Assignment:</u> In Class we will fill out Instructor Evaluations online through BLACKBOARD. NO PRACTICUM THIS WEEK</p>
<p>FINAL 12/12/23</p>	<p>Final Examination Date: FALL SEMESTER FINAL is</p>	<p>FINAL EXAM WILL BE IN THE FORM OF 100 MULTIPLE CHOICE</p>	<p>Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the</p>

	Tuesday, December 12, 2023 at 4:30PM	QUESTIONS COVERING LECTURES, READING	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.
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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. 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 Els Collins ecollins@usc.edu 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.

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.

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

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

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

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

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

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

The Office of Disability Services and Programs

Provides certification for students with disabilities and helps arrange relevant accommodations. 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

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

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

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