

USC School of Dramatic Arts

THTR 130, Intro to Theatrical Production

SYLLABUS

Spring 2025—Fridays—2:00PM-3:50PM

Lecture Location: MCC Conference Room

Lab Location: Lab time – 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: 62639

Instructor:

Jenny Guthrie

Office: via phone at (661) 755-2415

Office Hours: After class and by appointment

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

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 from practical experience, readings, and research. Through lectures and hands-on projects, they will be exposed to the creative process of all areas of theatrical design. Each THTR 130 student will work collaboratively as part of the crews on an SDA production from the beginning of tech rehearsals through the strike (break down) of the production which will deepen their 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: Attend the theatre!

Readings and Supplementary Materials (please wait until the first class before purchasing materials and readings)

- (Gillette) Seventh Edition - Theatrical Design and Production, An Introduction to Scenic Design and Construction, Lighting, Sound, Costume, and Makeup by J. Michael Gillette
- Handouts given in class
- Design tools. A list will be gone over and discussed the second day of class.

Class Meetings/Communication Etiquette/Technology

- Class meets on Fridays from 2:00pm to 3:50pm PST.
- Attendance will be taken

- 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, 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 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 your dossier (survey) which I will provide the link to you on the first day of class.
Please note any religious holidays that may interfere with your attendance.
- Students will receive tool training which will be offered at the beginning of the Spring Semester. Dates will be announced on the first day of class. Please sign up for the training in the TTL building here: <https://uscsda.fullslate.com/services/8481>. Tool training is mandatory for your safety during strikes. Report to Duncan Mahoney at the TTL building (1030 Bloom Walk).

Should the need arise for classes to be conducted on Zoom due to changes in the LA County Department of Health or USC Health protocols, you will receive a text from me with a Zoom link for attendance.

Please note that at the conclusion of casting there will be a mandatory full 397/497/130/131A Company Meeting. The company meeting date and time will be announced the 1st day of class. If you have a curricular conflict and can't be at the meeting, please email Leia Crawford at leia.crawford@usc.edu.

Communication (During in Person Class): Masks will be strongly recommended at all times during class and mandated during practicum assignments (productions) and should be at a minimum surgical mask but preferably a higher grade respirator mask (N95, KN95, or KF94).

Communication (During Zoom Class only if necessary): Keep your camera on when attending class via Zoom and mute your microphone when not speaking. If you need technical help with either Blackboard or Zoom, here is the place to go for help: USC offers 24/7 assistance at <https://keepteaching.usc.edu/students/student-toolkit/>

Description of Grading Criteria and Assessment of Assignments

- Class Meetings: Students will attend Friday afternoon lectures taught by Jenny Guthrie. Students must attend every weekly lecture. **Attendance will be taken.** There will be lectures by and about every design element in the theater.
- . A midterm will be given as marked on your Course Schedule below to assess understanding of the material covered in the lectures and hand-outs. Makeup midterms will not be allowed.
- Students will complete design assignments in scenic, costume, lighting, and stage management/sound design.
- All scheduling of show assignments, changes, etc. will be made through one of the other professors in the larger THTR 130 sections. That person will be announced on the first day of class. THTR 130 students will serve on a stage crew for one of the SDA productions. These crews are responsible for running the shows. You will report to the stage manager who will make specific assignments, supervise you, evaluate your work, and make grading recommendations.
- **Missing class will not be an excuse for not fulfilling an assignment**
- **Make-up midterms will not be allowed without a Medical Notification from a doctor or the Health Center.**

Grading Criteria:

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

Academic requirements – 50%

Assignment	Points	% of Grade
Midterm (10 points, multiple choice), Attendance & Participation 5 points	15	15
Design Projects: Scenic-5pts; Costume-5pts; Sewing-5 pts; Lighting-5pts; Sound/Stage Management - 5 pts.	25	25
Final Exam – Monday, May 6, 2024 from 2 to 4 pm	10	10
TOTAL	50	50

Grades for 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:

- Your Midterm will be given at the beginning of class.
- 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.
- If you are on Zoom, please show your face.

Final Exam-

- **The Final Exam will be administered on Monday, May 12, 2024 at 2:00PM which is the Mandatory Final Exam Meeting Time. This will be a multiple choice exam.** 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% : For your scheduled lab session you will attend the following times to crew a show in the appropriate theatre.

Lab Training: Week 2—Mandatory for all students (See Tool Training Highlighted Above)

Practicum Schedule—Time Commitments begin 8-9 days before your opening. (Subject to change by your stage manager.)

- Tues. Meet and Greet 6-10 pm
- Wed. Meet and Greet 6-10 pm (some performances)
- Wed., Thurs., and Fri. Tech Rehearsals 6-10pm
- Sat. Tech Rehearsals 10am-6pm or 10am-10pm (musical)
- Sun. Tech Rehearsals 10am-4pm
- Monday will be first Dress Rehearsal
- Monday, Tuesday, Wednesday Dress Rehearsals 6-11pm
- Thurs, Fri. Performances 6 pm call for 7:30 pm curtain
- Sat. Performances 1 pm call for 2:30 curtain/6:30 call for 8 pm curtain
- Sun. Performance 1 pm call for 2:30 curtain. Mandatory Strike 5-7 pm for productions ending on Sundays

- Please note that in Spring 2024, there could be shows that do not close on a Sunday.
 - Monday Performances 6pm call for 7:30 curtain
 - Tuesday Performances 6pm call for 7:30 Curtain
 - Wednesday Performances 6pm call for 7:30 curtain
 - Mandatory Strike 10pm-11pm on final performance day
- Students will earn a grade bump up at the end of grading if their show goes 2 weekends.
- Please refer to the Show Season Document for productions that you are able to crew prior to filling out the Dossier (survey).

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

Assignment	Points	% of Grade
Crew member filled out the dossier survey to get an assignment.	2	2
Attendance at Rehearsal/Tech	0-18	18
Attendance at Performances	0-20	20
Professionalism:		
Pre/Post Show Tasks	10-20	20
Running the Show	10-20	20
Attitude and Communication	10-20	20
TOTAL	100	100

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.

Final Examination Date: SPRING SEMESTER FINAL is Monday, May 6, 2024, from 2-4.

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. **Please schedule your summer recess travel according to this schedule as accommodations cannot be made for travel conflicts. This exam will be administered only in person.**

Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
Week 1 1/17/25	INTRO TO COURSE/REVIEW SYLLABUS/COLOR	(Gillette) <u>Theatrical Design and Production</u> Chapter 1, pp. 1-22, Production Organization and Management Chapter 3, pp. 37-49, A Brief History of Theatre Architecture and Stage Technology	Assignment: Contact your family scheduler for things you need to do. Complete your dossier survey for your production assignment. Attend Company Meeting. Sign up for Tool Training.
Week 2 1/24/25	LECTURE ON HISTORY OF THEATRE/ PRODUCTION MANAGEMENT AND ORGANIZATION/ THEATRICAL SPACES	<u>Theatrical Design & Production</u> , Ch. 4, pp 52-75, Stages	
Week 3 1/31/25	SCENIC DESIGN/ STAGE DIRECTIONS/ READING SCALE RULES/MAKING FLATS	<u>Theatrical Design and Production</u> , Ch.9, pp. 163-187, Scenic Design	
Week 4 2/7/25	SCENIC DESIGN: Drafting Ground Plans	No Reading	
Week 5 2/14/25	Ground plans	<u>Theatrical Design and Production</u> , Ch. 18, pp. 450-471, Costume Design	
Week 6 2/21/25	SEWING	No Reading	Scenic Design Project Due
Week 7 2/28/25	SEWING		

Week 8 3/7/25	COSTUME DESIGN AND FABRICS	<u>Theatrical Design and Production</u> , Ch. 14, pp. 345- top of 356, Lighting; Ch. 16, pp. 403-417	
Week 9 3/14/25	MIDTERM/ COSTUME DESIGN	MIDTERM WILL BE ON LECTURES AND HANDOUTS	Sewing Project Due
3/21/25	NO CLASS – SPRING RECESS		
Week 10 3/28/25	LIGHTING DESIGN AND INSTRUMENTS	<u>Theatrical Design and Production</u> , Ch.21, pp. 523-549, Sound Design and Technology	Costume Design Project Due
Week 11 4/4/25	LIGHTING PLOTS/MOOD BOARDS		
Week 12 4/11/25	PROPS LECTURE/RESEARCHING & RECOGNIZING PERIODS	<u>Theatrical Design and Production</u> Ch. 13, pp. 316-328 Stage Properties CLASS EXERCISE	Lighting Project Due
Week 13 4/18/25	PROJECTION/SOUND	<u>Theatrical Design and Production</u> Ch. 17, pp. 435-449 Projections and Media CLASS EXERCISE	
Week 14 4/25/25	STAGE MANAGEMENT	<u>Theatrical Design and Production</u> , by J. Michael Gillett, Chapter 2, pp. 22-36 The Design Process Ch. 5, pp. 76-88, Style, Composition and Design CLASS EXERCISE	Sound Project Due
Week 15 5/2/25	FINAL TIME REVIEW		Assignment: Fill out Instructor Evaluations online through BLACKBOARD.
FINAL	Final Examination Date: SPRING SEMESTER FINAL is Monday, May 12, 2025 at 2:00PM in The MCC Conference Room	FINAL EXAM WILL BE IN THE FORM OF MULTIPLE CHOICE QUESTIONS COVERING LECTURES AND HANDOUTS	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.
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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 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.

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