



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: Stagecraft

Course CRN # and Section 20302 / THEA 321:01

Semester Taught (including year): Spring 2019

Credit Hours: 3

Prerequisites: none

Course Time (if applicable): Thurs 2:00 – 4:30

Building and Room Number (if applicable): Finart M104

Professor: Karen Vuranch

Office Location: Alex. Fine Arts M108

Office Hours: T/TH 12:30 – 2:00 and

Wed. 11:00 am – 2:00 pm

Email: kvuranch@concord.edu

Phone: (304) 384-5259

Office Fax: (304) 384-3384

**College/Department Website:
<http://www.concord.edu/comm/>**

Course Description/Rationale: Need and purpose of course

The student will participate in all aspects of the technical production of a play. It will be a hands-on experience and students will be expected to take a leadership role in at least one part the backstage production and work on other phases of the play as well.

Course Management System (Blackboard/Moodle or other systems): Blackboard

Hardware/Software Needed (include privacy policies, if applicable): none

Text requirements: *The Stagecraft Handbook* by Daniel Ionazzi

Concord University Educational Goal(s) This should address at least one of the areas (skills, knowledge, or attitude) for each course. Similar courses with different sections should have the same goal(s).

The student will learn all aspects of technical production of a play including lights, sound, props, costumes, make-up, set construction and stage managing. He or she will be responsible to implement the design and vision of the director and take a leadership role in the backstage aspect of a production.

National Standards (if applicable) For example, NCTM, IRA, CAEP, etc.

Not applicable

Specific Learning Outcomes

The student will develop the skills of producing a play. They will be able to build sets, create costumes, operate lighting and sound equipment and serve as stage crew for an actual production.

Course Requirements

Course requirements as indicated in the syllabus may be changed or added to at the discretion of the instructor. The student's grade for the course will be based on the completion of the following:

1. Participate in the technical aspect of a play production. You will be in charge of one of the following: lights, sound, set construction, props, costumes/make-up, or stage-managing. You will also assist in other aspects.
2. Make a commitment to safety both onstage and off.
3. You will be expected to work at least 45 hours over the 15 weeks of the semester, equivalent to a 3-hour lecture class.
4. The play will be *Godspell*. Performances are set for April 10 - 14. The schedule for rehearsals and technical rehearsals is below. You must work backstage for all performances, if you are not an actor in the production.
There will be two other productions this year that you may work on instead - *The Vagina Monologues* and *Reunited for Murder*. Both of these are before Spring Break and will need light operators and stage managers.
5. You may meet with the instructor at any time if you have problems or need to discuss your progress

Grading Policy and Scale, Make-up Policy, Late Work

Grading - The grading is simple. Most of you will earn an A. If you complete your responsibilities, you will earn that A. If you are chronically late or cause serious inconvenience to others in the cast, you will earn a B or possibly a C. But, the instructor will have a conversation with you before giving you this grade and give you the opportunity to improve. If you are not able to participate, you can speak to the instructor about withdrawing from the class. If you do not participate and you do not withdraw, then you will earn an F.

Communication:

It is YOUR responsibility to communicate with the instructor. If you need to miss a class or rehearsal, please talk to the instructor. Communication is imperative when emergencies occur.

Messages will be sent to you through email. If, for some reason, you are not getting messages, you should call the instructor. Phone numbers are provided at the beginning of this syllabus.

Attendance:

It is expected that everyone attend class on a regular basis. Since this class is associated with the production of a play, class time may vary from the standard 2:00 – 4:30 on Tuesday. Rehearsals for the play will be 5:00 – 7:00 Tuesday, Wednesday, and Thursday. You will definitely need to attend some rehearsals and all performances of the play.

Course Timeline (Schedule of Assignments/Assessments/Presentations)

Jan. 17	Review of course syllabus and requirements. Read Godspell / Lecture on set, lights and costume design
Jan, 24	Costumes/ Set construction
Jan. 31	Costumes/ Set construction
Feb. 7	Costumes/ Set construction
Feb. 14	Lights and Sound
Feb. 20 – 22	Performances of <i>The Vagina Monologues</i>
Feb. 21	Costumes/ Set construction
Feb. 28	Costumes/ Set construction
March 6 & 7	Performances of <i>Reunited for Murder</i>
March 14	Spring Break

March 19, 20, 21 Rehearsals – 4:30 – 6:30

March 26, 27, 28 Rehearsals – 4:30 – 6:30

April 2, 3, 4 Rehearsals – 4:30 – 6:30

April 8 Rehearsal – 4:30 – 6:30

April 9 Final Dress Rehearsal – 6:00 – 8:00

April 10- 14 Performances of **Godspell** at 7:00. Call at 6:00 / Sunday matinee at 2:00, call at 1:00

April 14 Strike – immediately following matinee

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Miscellaneous :

Job Descriptions

Lighting Operator

1. Work with the Director to plan light design for the stage
2. Supervise focusing the lights and installing gels
3. Set light cues on the computer
4. Operate the lights for all rehearsals and all performances

Sound Operator

1. Work with the Director to plan sound effects for the play
2. Make a comprehensive list of all sound cues and in what act and scene they are used
3. Record or create all sound cues
4. Operate sound effects for all rehearsals and all performances

Set Construction Manager

1. Work with the Director to plan set construction
2. Supervise the building of the set pieces
3. Supervise the painting of the set pieces, platforms and floor

Prop Manager

1. Work with the Director to organize what props are needed for the play
2. Create a comprehensive list of props needed and in what act and scene they are used
3. Gather or create all props.

Costumes/Make-up

1. Work with the Director to plan costumes for the play
2. Supervise construction or purchase of the costumes.
3. Actors are responsible for their own costumes, but the Costume Manager should make sure all costumes are ready for performance. If a load of wash needs to be run before a show, please do that.
4. Inventory all make-up before a show and make sure there is enough of each item.
5. After the show closes, wash and put away the costumes. Also, straighten up the make-up.

Stage Manager

1. Be responsible for the backstage during tech rehearsals and performances.
2. Call is one hour prior to show time. Actors will check in with you when they arrive.
3. Prior to the show, set the stage and make sure all props are in the right place.
4. Assist actors backstage as needed.
5. Stay on track with the show and call actors for scenes as needed.

Stage Crew

1. Assist with the backstage aspects of the production.
2. Wear all black clothing!
3. Move set pieces or change the set in blackouts and the intermission.