



SYLLABUS FOR INTRODUCTION TO THEATER PRODUCTION/TECHNOLOGY

Credits 3

**THE1500-01-HB, Introduction to Theater Production/Technology
Fall 2022**

Instructor: Jessica López-Barkl, Associate Professor of Theater and Speech, Theater Program Director
Instructor Phone: 845-434-5750 ext. 4218
Instructor Email: jbarkl@sunysullivan.edu
Office Hours: M/W/F 5-6 PM or by appointment via Zoom
Course Format: Campus Learning, In-person, Hybrid of in-class and rehearsals
Meeting Times/Location: Mondays 6-9 PM, rehearsals Tuesdays-Fridays 6-9 PM, Tech Weekend, and Performances detailed in Course Schedule
Course Start Date: 9/7/22
Course End Date: 12/16/22
Last Day to Withdraw: 11/15/22 by 5 PM

COURSE DESCRIPTION

Students learn about, perform and work on a theatrical production. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theater production. Topics covered include: designers and their functions; scenic and costume construction techniques; stage rigging, hardware, and material; stage procedures and safety. Simple drafting projects and the ability to read floor plans and stage elevations are stressed.

LEARNING OBJECTIVES

Measurable Student Learning Outcomes:

General Education Learning Outcomes 8. THE ARTS

Students will demonstrate:

1. understanding of at least one principal form of artistic expression and the creative process inherent therein.

Upon completing this course, students will: (Insert course measurable outcomes)

- Demonstrate improved ability to perform given tasks in the production of a live performance.
- Demonstrate an improved understanding of the given “tools/materials” used in the production of a live performance.
- Demonstrate an appreciation for the issues of responsibility/discipline necessary to create a successful live performance no matter what element each individual is responsible for.
- Demonstrate people skills necessary for effective ensemble work (teamwork) to occur.

CO/PREREQUISITES

None.

COURSE MATERIALS

Access to a computer and the internet.

TECHNOLOGY REQUIREMENTS

[Brightspace](#) (Digital Learning Environment) is where your course materials can be located.

Pulse – Mobile access to your Brightspace Classes. Download from your phone's Play or App Store. Choose the app from SUNY.

Brightspace Help – contact ssinacore@sunysullivan.edu or go to E006 for in-person help.

Campus Tech Support Phone: 845-434-5750 extension 4457

Campus Tech Support Email: ithelpdesk@sunysullivan.edu

ACCESSIBILITY AND ACCOMMODATIONS

SUNY Sullivan values equity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or achievement, please notify the instructor as soon as possible. Students with disabilities are also welcome to contact [Lynn Leibowitz-Whitehead](#) (845-434-5750 ext 4328 or lleibowitz-whitehead@sunysullivan.edu) within The Department of Learning and Student Development to discuss a range of options to removing barriers in the course, including accommodations.

REGULAR AND SUBSTANTIVE INTERACTION

As your instructor, I plan to interact and engage with you regularly throughout the term to support your learning. I will provide direct instruction related to the course's learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

COURSE EXPECTATIONS

No Late Assignments are Accepted unless an act of God (hurricane, tornado, ice storm) occurs or you have a PREVIOUS arrangement with the professor.

Rubrics for each assignment are located in Brightspace for evaluation.

Students must spend at least 112.5 hours working on independent study.

● DISCUSSIONS

- You will need to respond with college-level spelling and grammar. If you cite something, be sure to use MLA. (There is a tutorial available if you do not know how to cite...).

● JOURNALS

- Journal entries happen at the beginning and the ending of every class; they count for your attendance and participation. You will need to respond with college-level spelling and grammar. Please turn on Grammarly on your computer and your phone to help you be successful – these are a part of your discussion grade.

• ASSIGNMENTS/PROJECTS

Assignments: There is one Syllabus/Professor Student Contract to be read/signed. You will have 13 assignments accompanying each module and area of design/tech, Top of Class Journal Entries, End of Class Journal Entries, a Dramaturgy assignment, and performance/stagehand/design duties in the preparation of the performance and during the performance. The details for all these assignments and how they are graded are in Brightspace.

• READINGS/LECTURES

There are always readings/videos in every module to expand your understanding of the work we are doing in class. It is not mandatory to view all of the videos or articles. The Prezis in each module helps you finish the module assignment and quiz.

• QUIZZES/TESTS/ASSESSMENTS

- There are 7 Quizzes in Brightspace; the answers are all in the Prezis that accompany the quiz in the module.
- Your final exam is all of your previous quizzes. If you use the quizzes as preparation, you will do fine on the final exam.

PARTICIPATION EXPECTATIONS

- Expectations for Journal assignments are located in the Journal section rubric.
- Expectations for the Final Exam are in the rubric and modules in Brightspace.
- In regards to what you can expect from me as an instructor: You can expect that I will always utilize my one rule (The Golden Rule) to treat you as you would like to be treated, so...I will always attempt to have everything graded and commented upon within 2-3 days of its posting. I hated not knowing my grade or how I did for weeks on end, so...you won't receive that kind of treatment from me. I will always attempt to respond to any emails or questions within 24 hours of receiving them.

FEEDBACK AND SUGGESTIONS

There is a Questions section in the Content area of the Learning Management System. Please create a thread for any questions you may have about the class. No question is a dumb question, and your fellow students may have the same one but are too afraid to ask.

EVALUATION AND GRADING SCALE

Performance	25%
Class Participation (through journal/presence)	50%
Assignments	25%

GRADING SCALE:

Grade, Grade Points, & Numerical Equivalent

Grade	Grade Point	Numerical Equivalent
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A	4	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1	63-66
D-	0.67	60-62
F	0	0-59

COURSE SCHEDULE

Introduction to Theater Production/Technology Due Dates:

- September 8-9, 2022: Attend Auditions from 6-8 PM and reflect on your audition in the assignment link.
- September 18, 2022: Read/Sign the Professor-Student Contract AND Syllabus; Audition Quiz;
- September 25, 2022: Artistic Office Quiz.
- October 2, 2022: Ground Plan, Costume Plot, Set an Costume Design Quiz
- October 9, 2022: Stage Management Prompt Book; Props Design (reminder that dramaturgy group projects are due the next day in class).
- October 10, 2022: Dramaturgy presentations in class.
- October 16, 2022: Reflection on dramaturgy presentations.
- October 23, 2022: Lighting/Sound/Projections Designs and Lighting/Sound/Projections Quiz.
- October 30, 2022: Hair/Wig Design, Makeup Design Plot, and Hair/Wig Quiz.
- October 24, 2022: Draw the Seelig Theater Fly Rail Plot, Preshow/Intermission/Postshow Checklists, and the Production Team Quiz.
- October 30, 2022: Public Relations Plan, Reservations Plan, and Front-of-House Quiz.
- October 30-31, 2022: Technical Weekend Requirement 10 AM-10 PM
- November 28-December 10, 2022: rehearsals and performances. 6-11 PM (Monday-Saturday), 12-5 PM (Sunday)
- December 10, 2022: strike after the performance to last about an hour.
- December 12, 2022: Post-Mortem discussion in class.
- December 14, 2022: Production Paper first draft.
- December 16, 2022: Production Paper final draft.
- December 19, 2022: Final Exam due.

COURSE POLICIES

LATE WORK/MAKE-UP POLICY

No late work is accepted.

ONLINE ATTENDANCE POLICY

For online/remote learning classes, we assume that you will be checking in at least three times for each module (3 contact hours – class time and otherwise) in addition to at least 3 hours of work at home for the speeches or research. This will be obvious in the discussion forums. If you only check in at the beginning of the module, then you will have a hard time catching up. Check-in by 9:30 AM on the first day of the module, check again a couple more days, and then the time during the last hours of the module.

The SUNY rules state that you need to complete an assignment in the module or email the instructor to be counted as "present" in the occurring module.

NETIQUETTE

Please use this link to help you understand netiquette: <https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/>

ADDITIONAL COURSE POLICIES AND PROCEDURES

ACADEMIC INTEGRITY POLICY

Found on the college website at <https://sunysullivan.edu/academic-policies/>

BASIC NEEDS STATEMENT

To learn effectively you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. If you're having trouble with any of those things, please contact the Dean of Student Development Services at dean@sunysullivan.edu, or me. Together we can work to make sure those needs are met.

NAMES & PRONOUNS

This institution recognizes the importance of a diverse student body, and we are committed to fostering equitable classroom environments. You are invited to share how you want to be referred to both in terms of your name and your pronouns (he/him, she/her, they/them, etc.). I will do my best to address and refer to all students accordingly, and will support you in doing so as well. In this classroom, we will respect and refer to people using the names and personal pronouns that they share.