

TECHNICAL THEATRE I

MYERS PARK HIGH SCHOOL

2011-2012 SYLLABUS *(MORE OF A BOOK, REALLY.)*

This packet contains: (1) syllabus with confirmation sheet, (2) scene shop safety contract & (3) permission form. Both student and guardian should review the material and sign the forms stating they are aware of the expectations. Signed sheet should be turned in at the start of class on Friday, September 2, 2011 and will count as a test grade.

INSTRUCTOR INFO:

Name: Ms. Caitlin Cornwell

Email: caitlin.cornwell@cms.k12.nc.us

Phone: 980-343-5800

Classroom: A-2 (off Auditorium lobby)

Website: <http://cornwell.cmswiki.wikispaces.net/Technical+Theatre>

CLASS DESCRIPTION:

In this Technical Theatre class, we will explore behind-the-scenes aspects that make theatre happen. Topics to be covered include: playscript analysis for designers, lighting design, set design & construction, sound design, stage management, house management, costume design and basic sewing. Through these topics, we will investigate theatre history and developments in technology. We will also be analyzing work of other designers as we talk about our artistic sensibilities.

Tech II students are expected to demonstrate leadership by exhibiting complete and total compliance with safety and standards of etiquette of the theatre at all times and under all circumstances. Tech II students are expected to use their experience and knowledge from Tech I to be able to complete design and technical assignments.

GRADES:

Grades will be posted in the classroom. It is your responsibility to make sure all assignments are turned in to me. There will be assorted quizzes and graded activities (counting same as quizzes) throughout each quarter, both announced and unannounced.

Grades are broken down as follows:

55% Participation

A = 93-100

25% Projects/Homework

B = 85-92

15% Tests/Quizzes

C = 77-84

5% Theatre Notebook & Journal

D = 70-76

F = 0-69

TARDINESS/ABSENCES:

Promptness is important in this class and you are expected to be in your seat before the final bell. If you are late to class without an official note, you will be sent to lockout. If you have special circumstances that might make you late regularly, you must speak to me as soon as possible. In accordance with MPHS policy, if you have more than 10 unexcused absences, you will be required to do Recovery Time. If you do not make up your absences, you will receive an F.

DUE DATES:

Please meet your deadlines. If you have special circumstances affecting your work, see or email me **prior** to the due date so that we can consider alternatives. Coming to me at the start of class on the day an assignment is due is not ideal.

Assignments that are to be typed should be double-spaced, 12-point font, in a font that is easy to read. Please do not mess with the margins. Give yourself enough time to print out your work. Coming to class asking to print out your assignment is not acceptable. If you have printer troubles, email your work to me, but this should not happen regularly. Your work will be counted as late if you do not have it in hand or in my email inbox **before** the start of class.

RESTROOM USAGE:

I would like to think that you only ask to use the restroom or get water when it is a real need. If it seems that people are abusing this system (this means loitering, not going to the permitted destination, or excessively leaving class) we will find an alternative and more structured system.

ELECTRONIC DEVICES:

Cell phones, palm pilots, beepers, video games, CD players and MP3 players are NOT to be seen nor used in class. School policy says that these devices are to be away from the start of the school day until the end of the school day, meaning 7.15am-2.15pm. Electronic devices that are seen or used in class will be taken and held for three (3) days.

The only exceptions to this rule would be use of the device as an educational tool or as a prop. However, these exceptions are rare and MUST be approved by me *before* the day of use. If you have a device that you use as an educational tool, please speak with me as soon as possible. THERE ARE NO OTHER EXCEPTIONS. If you have an emergency that needs to be dealt with during class time, you may use the phone in the front office.

FOOD & GUM:

During class, there should be NO food or drinks (besides water). Bottled water is encouraged except of scene shop days. If you have a medical condition that requires you have access to food or beverage, speak with me during the first week of classes.

Gum & candy should not be eaten during presentations nor during scene shop time.

NOTEBOOK:

You are expected to maintain a Theatre Notebook containing all notes, assignments, returned work, quizzes, tests, handouts, and images*. If there is something you can throw away, I will tell you to trash it. This is a comprehensive class and we will be revisiting topics and building on subjects we've previously covered. Please bring your Theatre Notebook with you to class everyday. If you need a Theatre Locker (place to keep your papers) let me know.

*Part of this class will center on the development of your artistic sensibility. You will, therefore, be required to collect images for your notebook. **You are expected to add at least one (1) images to your notebook per week.** The images can be from magazines, newspapers, photocopied from books but preferably not printed from the internet. The images should be visually pleasing to you in some way. Images should NOT contain nudity, drugs/drug paraphernalia, excessive violence, nor should it be offensive to a group of people. Here's a good rule: "If in doubt, leave it out" and find another image. I will do unannounced checks for these images. These images will be used at various points throughout the semester, so please don't wait to gather images.

Another focus in this class is your development as a theatre artist and audience member. Reflection is an important part of this class and you will, therefore, be expected to maintain a journal. I will do unannounced checks for these entries. These entries will help you prepare for and digest the class content. Do NOT wait to write all of your entries at one time. Making multiple entries in one sitting is not the point of the journal. The journal should help you track your progress in this class.

In addition to various topics assigned in class, entry themes may include:

- Observations in preparation for a design
- Reflection on an in-class exercise
- Sketches in preparation for a project
- Response to a production
- Commenting on an article/news piece you saw

Journal entries should NOT be laundry lists of what was done in class. You should use your journal entries as an opportunity to process (not regurgitate) experiences. I encourage you to make notes about the things that stand out to you in class, during rehearsals, while watching productions, etc, but you should accompany those notes with critical responses and connections.

MATERIALS:

You should bring the following materials with you to class everyday:

- Blue or black pen
- Sharpened pencil with eraser
- Your Theatre Notebook
- Notebook paper
- Scripts (when we are working with them)

Once we get into our set construction unit, you must have **close-toed shoes** (preferably steel-toed) with at least a ½ inch hard sole. These shoes are needed to protect your feet. Tennis shoes are not ideal and clogs, flip-flops and sandals will not be permitted. If you do not have appropriate attire on these days, you will not be allowed to participate and will therefore lose participation points. On some days we will be working with make-up and paint, you may also wish to bring a change of clothes to be used on these days. I will give you a heads up when we are moving into these units. Please let me know if getting appropriate footwear is an issue.

MAKE UP WORK:

If you miss a class when a written assignment is due, make-up work is permitted and will be graded for full credit provided that it is turned in within two (2) classes after you return to school. Solo presentations/performances that are missed must be made up **the day you return to class**. It is your responsibility to request work missed and to turn in or present upon return to class.

Get contact information for 2 responsible classmates so that you can ask them about work that will need to be made up if you miss class. Please come to class prepared, assignments/presentations should be ready at the start of class. Points will be taken off for tardiness. Missed tests must be made up either **before** or **after** school. Email me to set up a time to make up a missed test.

In accordance with MPHS standards on late homework:

- A. If a student was present in class on the due date, the work will be given less credit.
 1. The student may receive a maximum score of 80% if the assignment is turned in within one (1) school day.
 2. The student may receive a maximum of 50% credit if the assignment is turned in after one (1) school day.

- B. If the student was not present in class on the due date because of an excused or code zero absence, full credit shall be given for the work.
 1. If the assignment is turned in on the day the student returns to school, full credit will be awarded.
 2. If the assignment is turned in within five (5) school days of the student's return, the student may receive a maximum of 80% credit on the assignment.
 3. Assignments turned in after five (5) school days may receive a maximum of 50% credit on the assignment.

- C. If the student was not present on the due date because of an unexcused absence, the work will be given less credit.
 1. If the assignment is turned in within five (5) school days, the student may receive a maximum of 80% credit on the assignment.
 2. Assignments turned in after five (5) school days may receive a maximum of 50% credit on the assignment.

- D. Late assignments will not be accepted after the respective quarter ends.

EXTRA CREDIT:

Extra credit may be earned for being a respectful audience member at a band, choir, dance or orchestra concert. To earn extra credit, you must bring a program **signed and dated** by me or another MPHS staff member AND write a response to the performance.

Your response should address at least two (2) of the following questions:

- How were technical theatre elements used in this performance?
- How could this art form be challenging for designers?
- What kinds of techies are needed to run this show?
- How does this performance relate to what we've been studying in class?
- As it relates to what we've been learning in class, what worked well technically during this show? What could have been improved?

Tech I students, your response should be one (1) page. Tech II students, your response should be at least two (2) pages.

SHOP HOURS: (TECH II ONLY)

As a part of the Technical Theatre II class, you will need to complete 5 shop hours outside of class time per semester. Your shop hours will count as a major test grade each semester. These hours may be completed in a variety of ways, but must be supervised.

Some examples are:

- Participating in open shop hours (we might be painting, constructing sets, focusing lights, etc)
- Helping with strike for a MPHS production
- House managing for events in the theatre
- Assisting with set up or break down of an event in the theatre
- Stage managing or assistant stage managing a show (this is usually by invitation only)
- Some alternatives, such as working in a backstage capacity at local theatres, will also count but must be pre-approved by me and I will need contact information for your advisor at the theatre.

If you want to work outside of MPHS theatre, you will need to get it approved by Ms. Cornwell and provide an email address or phone number for your advisor at the site.

You are responsible for logging your hours and having your advisor (either Ms. Cornwell or a pre-approved advisor) sign off on the specific hours you complete. Your shop hours log should be completed, signed and submitted to me before the end of the day on:

January 12, 2011 (for Fall)
May 3, 2012 (for Spring)

Hello guardians,

I am very excited about this class and the opportunity to work with your student. It is important to me that we work together to make sure your student gets the most out of this class in a safe way. I will stay in communication with you if I have questions or concerns and hope that you will be in touch with me should you have questions or concerns. I would greatly appreciate it if you would go over these expectations with your student. As a class, we went over this packet on the first day of class, but I'd like you to have the chance to know the expectations for this class.

Please provide your contact information on page 7 so that I may know the best way to get in touch with you. Thank you for your time.

Sincerely,

Caitlin Cornwell

Scene Shop Rules of Conduct:

1. During tech theatre class and shop hours, Ms. Cornwell is in charge. Be sure to listen and follow all instructions, directions, and rules and be aware of your immediate surroundings.
2. Stay with your assigned group; do not leave the shop for any reason unless you have prior approval from Ms. Cornwell. This means going to the restroom, getting a drink, etc.
3. On the days that we will be in the shop, you must wear the appropriate clothing. You will be informed ahead of time so you can be ready. No sandals, clogs, opened toed shoes, or thin-soled dress shoes. All dangling jewelry must be removed, or placed inside of clothing. All long hair must be pulled back away from the face, and loose or baggy shirts must not be worn in the shop. If you do not have proper clothing for the lab work, **you will not be allowed in the shop and will get a zero for that day.**
4. While in the shop, I expect you to conduct yourself in a manner that is conducive to learning. No joking, horseplay or any type of action that will endanger you or any other students will be tolerated.
5. Do not attempt to use any tool without proper instruction from Ms. Cornwell. This means keep your hands off all tools and equipment in the shop until properly trained or instructed to do so by Ms. Cornwell.
6. Do not attempt to talk to, or disturb, any student trying to use any tool in the shop. This can lead to injuries to the operator and yourself.
7. Do not bring food or drinks into the shop for any reason. This includes water.

Shop Rules

- Running, practical joking, throwing tools or materials, jumping from one level to another or any other dangerous activity is not permitted in the shop or other theatre spaces.
- When lifting objects use the proper method of bending the knees, keeping the body erect, and pushing upward with the legs.
- The stage, house, or other work area, must be cleaned and left in a safe condition. All tools should be returned, floors cleaned (using a vacuum or wet mop rather than dusting or sweeping) trash emptied, and walkways and exits left clear and unobstructed. In short, any potential safety or fire hazard must be eliminated.
- Cleanliness and order in the storage areas should be maintained at all times.
- Any accident, regardless of how small or insignificant, should be reported immediately to Ms. Cornwell so that first aid and/or medical attention can be administered without delay.

Clothing and Personal Protective Equipment

- Hard-soled shoes should be worn while working in the scene shop. Tennis shoes are not desirable; sandals and bare feet are not permitted.
- Loose-fitting clothing, scarves, ties, or jewelry should not be worn while using power equipment. Long hair should be tied back or covered. Long sleeved shirts should be either buttoned at the cuff or rolled to the upper arm.
- Goggles or safety glasses – all rated for impact- should be worn while using power tools and equipment.
- Ear protection should be worn during prolonged exposure to excessive noise.
- Gloves should be worn to protect against abrasion and solvents.
- Wear special work clothes, which can be removed after work. Wash clothes frequently and separately from regular clothing.
- Wash hands in soap and water during work breaks before eating, and after work never use solvents to clean hands.

Ladders

- Before any ladder or scaffolding is used, it should be inspected to assure that it is in safe condition. A chair or box should never be substituted for a small ladder.
- Tools or other objects should be secured against falling while work is being performed from a ladder. Such items should never be left on a ladder, dropped, or pitched to another worker.
- After use, ladders should be returned to proper storage.

Tools and Machinery

- Keep work area free from clutter.
- Before operating machinery or power tools for the first time, be checked out on proper operation procedures by Ms. Cornwell.
- Do not use any defective or questionable electrical tool machine, cord connection, or accessory. Report any defects for repair or replacement.
- Understand the application limitations and potential hazards of any tool or machine you use.
- Select the proper tool for the job to be done; DON'T IMPROVISE!
- Use only recommended accessories. Keep guards in place and in working order.
- Make sure saw blades, drill bits, etc... are sharp, clean, and regularly maintained.
- All saws should be adjusted before use to expose only the minimum amount of blade necessary. The fingers and hands must be kept clean of the blade at all times.
- The blade in the table saw should be recessed when not in use.
- Do not use a tool with a frayed cord or broken connection. Use only heavy duty U.S. listed extension cords of proper wire size and length.
- Use clamps, or a vise, to hold work in place when practical, freeing both hands to operate the tool.
- Avoid accidental startup. Make sure the switch is "off" before plugging in the cord or when power is interrupted. Never carry a power tool with your fingers on the switch.
- Never use a tool that you have not been checked out on.
- Remove adjusting keys and wrenches before turning on a tool or machine.
- Do not force tools.
- Do not over-reach. Maintain proper footing, balance, and a secure grip on the tool you are using.
- Never adjust or change bits, blades, and belts with the power tool or machine connected to an electrical outlet.
- Obey all instructions of the supervising teacher and/or crew heads.
- Never brush away chips or sawdust while tools or machines are operating.
- Never leave tools or equipment running unattended. Disconnect equipment from the power source when not in use.
- Never surprise, touch, or talk to anyone operating a power tool or machinery.
- Return tools to the tool room immediately after completing work.
- No food or drinks will be in the shop. Eat and drink outside.
- Any violations of the shop rules may be grounds for dismissal from the crew or failing of the lab assignment.

FOR STUDENT

I have read the expectations for my theatre class. I understand what is required of me and realize that if I choose not to follow these guidelines, my grade will reflect this decision.

Student name: _____

Student signature: _____

Date: _____

FOR GUARDIAN

I have read the expectations for my child's theatre class. I understand what is required of my student and realize that if the student chooses not to follow these guidelines, their grade will reflect this decision.


Guardian name: _____

Relationship to student: _____


Guardian signature: _____

Date: _____


Please provide information of how I may contact you & check boxes that may apply.

 Home phone number: _____

- I prefer to communicate via this number
- Only use this number in case of an emergency

 Work phone number: _____

- I prefer to communicate via this number
- Only use this number in case of an emergency

 Cell phone number: _____

- I prefer to communicate via this number
- Only use this number in case of an emergency

Email address: _____

- I prefer to communicate via email

 Emergency phone number:
(Only to be used in case of emergency if guardian is not available)

Name of Emergency Contact:

Relationship to Student:

Date	Time	Mode of Contact	Guardian Contacted	Reason

Technical Theatre Equipment Usage Permission

Throughout this course, students will have an opportunity to complete hands-on projects related to theatre production. The understanding of theatrical lighting, sound, set and costume construction is facilitated through the use of a variety of equipment. In addition to using small hand tools (such as screw drivers, pliers, hammers), students will be introduced to some power tools and other equipment.

I understand that my student, _____ (*student name*), will be trained in the operation of all equipment and proper usage of materials in the theatre department and will be supervised by an adult at all times. Students will not be allowed to use equipment until they have received a grade of 100 on the corresponding equipment usage test. I further understand that all logical and prescribed safety regulations will be responsibly met.

The following items are included in technical theatre training and may be used by technicians in class and the production of our shows. **Please check next to each item for which you grant permission.**

Locations to Work--

- _____ Work in the control booth
 _____ Work in the catwalk area of the auditorium (above the stage in the ceiling area of the auditorium)
 _____ Go into various storage closets, lofts, etc.
 _____ Other (please specify: _____)

Machinery/Tools to Use--

- _____ Electric drill
 _____ Electric saws (mitre saw and reciprocating saw)
 _____ Electric sabre saw (or jigsaw)
 _____ Electric sander
 _____ Nail gun (special circumstances)
 _____ Staple gun
 _____ Sewing machine
 _____ Lighting control board
 _____ Microphones, amplifiers, speakers, tape decks, CD and tape players and sound board
 _____ Vacuum cleaner
 _____ Paint sprayers (special circumstances)

Production Materials and Equipment Used--

- _____ Latex and other water-based paints
 _____ Spray (enamel) paints (outside use only with masks and safety goggles worn)
 _____ Glue/glue guns
 _____ Ladders
 _____ Scaffolds
 _____ Genie-Lift (personnel lift for reaching areas above the stage)
 _____ Utility knife or Exacto-knife w/blades
 _____ Headset
 _____ AV Equipment (projectors)

Guardian Name (please print): _____

Guardian Signature: _____ Date: _____

Comments: