

**T AR 111**  
**Introduction to Stagecraft**  
**Course Policy Statement and Syllabus**  
Spring 2017

**Instructor:** Ted Kraus

Office hours: 10:00 – 11:30 M/W

Office: Marroney Rm 105

**Graduate Teaching Assistants:**

Jack Meng

Scene Shop

Dan Movick

Scene Shop

Ruth Richardson

Scene Shop

**Lab Location:** Theatre Scene Shop, M.T. W. R 1:10 pm – 3:50 pm

**COURSE OBJECTIVES:**

- Learning the organization and vocabulary of the theatrical production process, specifically as it relates to the scene shop and scenic construction process.
- Learning the processes and techniques used in the field of theatrical production.
- Learning to identify and properly utilize the tools required to build and install theatrical scenery.
- Understand the process of getting scenery from the design phase to the stage.

**SUBJECT TO CHANGE STATEMENT:**

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

**RECOMMENDED MATERIALS:** *(Available for sale at Amazon.com)*

*Backstage Handbook*, Paul Carter, ISBN: 0-911747-14-1

**REQUIRED READING:**

*The Answer to How is Yes*, Peter Block, ISBN: 1-978-57675-271-5

*You can find this book in the library or buy it.*

*The Stagecraft Handbook*, Daniel A. Ionazzi, ISBN: 978-155870-235-6

*Available online from Amazon*

**REQUIRED EXTRACURRICULAR ACTIVITIES:**

ALL students must attend the Tool Training that takes place on the first Saturday of the semester. You CANNOT attend the labs without successfully completing this event.

**CLASS EQUIPMENT:**

Architects Scale      **DO NOT BUY AN ENGINEER'S OR METRIC SCALE**

11" x 17" Alvin 4x4 Grid Cross Section Paper, 20 lb. Acid Free

*Both are available at University Bookstore or Posner's Art Supply on Park Ave.*

*It is very likely that you will not use all of the paper in this package. Therefore, if you wish to share a pack that is acceptable.*

**Lab Equipment:** *Needed on the first day of Lab*

- 25' (or longer) Steel Tape. NOT METRIC!

**YOU WILL NEED THE TAPE FOR THE TOOL TRAINING**

- Safety Glasses or goggles with an ANSI rating of Z-87 or better.
- #2 pencils (you will need several, as they seem to grow legs when they enter the shop)
- Ear Protection (the style is your preference)
- Appropriate attire as discussed in class. A place to change is provided.

**COURSE WEBSITE:**

The online content for this course is found in D2L (Desire to Learn), an online portal site for accessing content and sharing information. If you are registered in this class, you will have access to the class content at: <http://d2l.arizona.edu>

**CLASS GRADE POINT BREAKDOWN:**

○ Lab Participation includes the following*		700	35%
○ Professionalism	125	18%	
○ Inquisitiveness	125	18%	
○ Growth throughout the semester	125	18%	
○ Transfer of information from class to shop	125	18%	
○ Strike Participation	100	14%	
○ Load-In Participation	100	14%	
○ Attitude		100	5%
○ Assignments		200	10%
○ Quizzes		200	10%
○ Paper		100	5%
○ Project One		200	10%
○ Final Project**		500	25%
	<b>TOTALS</b>	2000	100%

**GRADING:**

**A = 1800-2000, B = 1600 – 1799, C= 1400 – 1599, D = 1300 – 1499, E = Below 1300**

**REQUESTS FOR INCOMPLETE (I) OR WITHDRAWAL (W)** must be made in accordance with University policies, which are available at <http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete> and <http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal> respectively.

**DISPUTE OF GRADE POLICY:**

If you disagree with a grade you receive, see me within a week of receiving the original grade. All reasonable requests for review will be honored.

## ATTENDANCE POLICY:

### Class Attendance:

- The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>.
- The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>.
- Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/absences>
- Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Students who miss class due to illness or emergency are required to bring documentation from their health-care provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.
- **YOU MUST SIGN IN FOR YOURSELF!** Attendance is critical to the successful completion of this class and latecomers are a distraction to those who come on time. Two unexcused absences and two late arrivals will be allowed during the semester. Further absences and late arrivals will result in the following grade reductions:
  - The **THIRD** and **EVERY SUBSEQUENT** absence will result in **ONE FULL** letter grade reduction from your final class grade. This means that if the student is absent six (6) times, **the student will not be able to pass this class.**
  - The **THIRD** late arrival and every **TWO** after that count as an unexcused absence.
- **Definitions:**
  - The student is late 1-10 minutes after the scheduled start time.
  - The student is absent if he/she has not arrived 10 minutes after start time.
- **Excused absences:**

All holidays or special events observed by organized religions will be honored for students who show affiliation with that religion. Absences pre-approved by the UA Dean of students will be honored (e.g. athletes, debate team, military absence, hospitalization, death in family),

- **Missed Work:**

It is the student's responsibility to hand in or get any work missed due to an absence. If you miss a class or a test, it is the student's responsibility to contact the instructor before the class period in question in order to have a chance to make up the missed work. **STUDENTS WILL NOT BE ALLOWED TO** take missed quizzes, unless the instructor has been notified in advance of the absence, and the absence has been approved. All make up work will be accepted at the discretion of the instructor. All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. If you plan to miss class or a scheduled work call due to a religious observance, you must inform the instructor **IN WRITING**, within the first two weeks of class. Failure to do so may result in the absence not being excused. Absences pre-approved by the UA Dean of Students (or the Dean's designee) will be honored.

## COURSE COMMUNICATIONS:

When necessary throughout the semester, I will be communicating with you via the university email account on file as well as through the announcement board on the d2L shell for this course. Please check your emails and this message board daily.

# TAR 111 INTRODUCTION TO STAGECRAFT

## Course Outline

**Spring 2017**

Introduction & Basic Definitions	1	Harvill 404	Mon, Jan 9	Introduction and Overview	Reference Chap. 2 Forms of the Theater	Quiz 1: Syllabus Overview	001
		Harvill 404	Wed, Jan 11				
Mandatory Tool Training	1.5	Scene Shop	Sun, Jan 15	MANDATORY TOOL TRAINING	Reference Chap. 3 The Scene Shop		?
		Scene Shop		MANDATORY TOOL TRAINING			
Sandwiches & Projections	2	Harvill 404	Mon, Jan 16	<b>MLK Birthday - NO CLASS</b>	Reference Chap 6: Framed Scenery Chap 5: Materials		002
		Harvill 404	Wed, Jan 18	Exploring the Designer drawing package			
Scale and Orthographic Projections	3	Harvill 404	Mon, Jan 23	Sandwiches and Basic Flats	Reference Chap 6: Framed Scenery Chap 5: Materials		003
		Harvill 404	Wed, Jan 25	Orthographic Projections			
		Proof	Load-In				
Flats, Platforms, and Stairs	4	Harvill 404	Mon, Jan 30	Scale Rules	Reference Chap 6: Framed Scenery Chap 5: Materials		004
		Harvill 404	Wed, Feb 1	Basic Flats and Cut Lists			
		Proof	Tech				
Flats, Platforms, and Stairs	5	Harvill 404	Mon, Feb 6	Basic Flats and Cut Lists	Reference Chapter 6 Framed Scenery- Doors		005
		Harvill 404	Wed, Feb 8	Flats with Openings			
		Proof	Run				

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**Spring 2017**

Flats, Platforms, and Stairs	6	Harvill 404	Mon, Feb 13	Flats with Openings	Reference Chapter 6 Weight Bearing Scenic Units: pp. 153-157	006
		Harvill 404	Wed, Feb 15	Drawing Flat with Openings WORK DAY		
Proof		Run				
Flats, Platforms, and Stairs	7	Harvill 404	Mon, Feb 20	Platforms	Reference Chapter 6 Weight Bearing Scenic Units: pp. 164-171	007
		Harvill 404	Wed, Feb 22	Lab Time: Work on Platforms		
Proof		Run		Spring 1	Twelfth	Load-In
Flats, Platforms, and Stairs	8	Maronney	Mon, Feb 27	<b>NO CLASS</b>		008
		Harvill 404	Wed, Mar 1	Steps/Sections.		
Proof		Strike			Twelfth	Tech
Fly System Rigging, and Knots	9	Maronney	Mon, Mar 6	Fly System	Reference Chapter 2 Masking	009
		Maronney	Wed, Mar 8	Fly System		
					Twelfth	Run
	10	Harvill 404	Mon, Mar 13	SPRING BREAK		010
		Harvill 404	Wed, Mar 15	SPRING BREAK		
SPRING BREAK				SPRING BREAK	SPRING BREAK	
Fly System Rigging, and Knots	11	Maronney	Mon, Mar 20	Masking, Soft Goods	Reference Chapter 5 Scenic Materials	011
		Maronney	Wed, Mar 22	Knots		
Evita		Load-In			Twelfth	Run

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From Design to the Stage	12	Harvill 404	Mon, Mar 27	Design to the Stage - The job of the TD	Reference	Quiz 3: Fly system & Knots	012
		Harvill 404	Wed, Mar 29	Budgeting-In Class Assignment			
Evita	Tech				Twelfth	Run	
Final Project Stage One	13	Harvill 404	Mon, Apr 3	THE FINAL PROJECT	Reference		013
		Harvill 404	Wed, Apr 5	LAB TIME: WORK ON BIDS			
Evita	Tech				Twelfth	Strike	
Final Project Stage One	14	Harvill 404	Mon, Apr 10	<b>NO CLASS</b>	Reference		014
		Harvill 404	Wed, Apr 12	LAB TIME: WORK ON BIDS			
Evita	Run						
Final Project Stage One	15	Harvill 404	Mon, Apr 17	LAB TIME: WORK ON BIDS	Reference		015
		Harvill 404	Wed, Apr 19	PRESENTATION OF BIDS			
Evita	Run	Spring 2	Tech Run Strike				
Final Project Stage Two	16	Harvill 404	Mon, Apr 24	LAB TIME: Draft the Project,	Reference		016
		Harvill 404	Wed, Apr 26	LAB TIME: Draft the Project,			
Evita	Run						
Final Project Stage Two	17	Harvill 404	Mon, May 1	LAB TIME: Draft the Project,	Reference		017
		Harvill 404	Wed, May 3	PRESENTATION OF DRAWINGS			
Evita	Strike						

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## Assignment List by Week

HI = Hand In	EI = Either
UL = Upload	OL = On Line
MO = Office	B = UL & OL

Spring 2017

WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
1	Fractions Worksheet	UL	Wed, Jan 11,	1	Sun, Jan 15,	1.5	End of Class	
2	Simple Machines	UL	Wed, Jan 11,	1	Sun, Jan 15,	1.5	Top of Training	
RD 1	Chapter 3: The Scene Shop		Wed, Jan 11,	1	Sun, Jan 15,	1.5	Top of Training	
Q1	Quiz - Syllabus and Overview	OL	Wed, Jan 11,	1	Wed, Jan 18,	2	6:00 PM	
							<b>SUB TOTAL</b>	<b>90</b>
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
3	Measuring Exercises	HI	Sun, Jan 15,	1.5	Sun, Jan 15,	1.5	End of Training	
4	Identifying Tools	MO	Sun, Jan 15,	1.5	Fri, Jan 20,	2	4:00 PM	
							<b>SUB TOTAL</b>	<b>40</b>
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
5	Identifying Parts of the Set	UL	Wed, Jan 18,	2	Mon, Jan 23,	3	Start of Class	
RD 2	D2L Mat - Orthographic Projections		Wed, Jan 18,	2	Wed, Jan 25,	3	Start of Class	
							<b>SUB TOTAL</b>	<b>20</b>
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
RD 3	Chapter 4: Scale Drawings, pp. 67		Mon, Jan 23,	3	Mon, Jan 30,	4	Start of Class	
	In Class Orthographic Worksheet		Wed, Jan 25,	3	Wed, Jan 25,	3	End of Class	
RD 4	D2L Materials-Scale Rules		Mon, Jan 23,	3	Mon, Jan 30,	4	Start of Class	
RD 6	Chapter 6: Framed Scenery		Wed, Jan 25,	3	Wed, Feb 1,	4	Start of Class	
RD 7	Chapter 6 Flat Cut List		Wed, Jan 25,	3	Wed, Feb 1,	4	Start of Class	
RD 8	Chapter 5 Materials		Wed, Jan 25,	3	Wed, Feb 1,	4	Start of Class	
P1	Paper on "... How is Yes"	UL	Wed, Jan 25,	3	Wed, Feb 15,	6	6:00 PM	
							<b>SUB TOTAL</b>	<b>100</b>
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
	In Class Scaling Exercise		Mon, Jan 30,	4	Mon, Jan 30,	4	End of Class	
	Scaling Homework	UL	Mon, Jan 30,	4	Mon, Feb 6,	5	Start of Class	
RD 9	Chapter 6: Framed Scenery-Doors		Wed, Feb 1,	4	Mon, Feb 6,	5	Start of Class	
	Creating a Cut List	UL	Wed, Feb 1,	4	Wed, Feb 8,	5	Start of Class	
	Drawing A Basic Flat	HI	Wed, Feb 1,	4	Wed, Feb 8,	5	Start of Class	
							<b>SUB TOTAL</b>	<b>60</b>
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
9	Drawing a Flat with a Door &	HI	Wed, Feb 8,	5	Mon, Feb 20,	7	Start of Class	
							<b>SUB TOTAL</b>	<b>20</b>
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
RD 10	Chapter 6: Weight Bearing Scenery		Mon, Feb 13,	6	Mon, Feb 20,	7	Start of Class	
							<b>SUB TOTAL</b>	
WK #	Assigned On:			Due On:				
#	Assignment Name		Day	Wk	Day	Wk	Time	
10	Drawing a Platform	HI	Mon, Feb 20,	7	Wed, Mar 1,	8	Start of Class	
RD 11	Chapter 2: Masking - Masking &		Mon, Feb 20,	7	Mon, Feb 27,	8	Start of Class	
							<b>SUB TOTAL</b>	<b>20</b>

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Wk #	Assignment Name	Assigned On:	Due On:	Value			
#	Assignment Name	Day	Wk	Day	Wk	Time	Value
8	RD 12 Chapter 7: pp. 185-196 - Shifting	Mon, Feb 27,	8	Mon, Mar 6,	9	Start of Class	NG
<b>SUB TOTAL</b>							
9	Q2 Quiz - Scenic Elements and Drafting OL	Mon, Mar 6,	9	Mon, Mar 13,	10	11:59 PM	100
<b>SUB TOTAL</b>							100
11	PR1 Create a Knot Board In Class Budgeting Assignment	Mon, Mar 20, Wed, Mar 22,	11 11	Wed, Apr 12, Wed, Mar 22,	14 11	Start of Class End of Class	200 NG
<b>SUB TOTAL</b>							200
12	Q3 Quiz - Fly System and Knots OL	Mon, Mar 27,	12	Mon, Apr 3,	13	Start of Class	50
<b>SUB TOTAL</b>							50
13	FP1 Final Project Stage One OL	Mon, Apr 3,	13	Wed, Apr 19,	15	Start of Class	225
<b>SUB TOTAL</b>							225
15	FP2 Final Project Stage Two OL	Wed, Apr 19,	15	Wed, May 3,	17	Start of Class	225
<b>SUB TOTAL</b>							225
17	15 Final Project Team Assessment HI	Wed, May 3,	17	Wed, May 3,	17	End of Class	50
<b>SUB TOTAL</b>							50
<b>ASSIGNMENTS GRAND TOTAL</b>							1200



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rd	Reading	.5	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
RD 1	Chapter 3: The Scene Shop		Wed, Jan 11,	1	Sun, Jan 15,	1.5	Top of Training	NG
RD 2	D2L Mat - Orthographic Projections		Wed, Jan 18,	2	Wed, Jan 25,	3	Start of Class	NG
RD 3	Chapter 4: Scale Drawings, pp. 67-85		Mon, Jan 23,	3	Mon, Jan 30,	4	Start of Class	NG
RD 4	D2L Materials-Scale Rules		Mon, Jan 23,	3	Mon, Jan 30,	4	Start of Class	NG
RD 6	Chapter 6: Framed Scenery		Wed, Jan 25,	3	Wed, Feb 1,	4	Start of Class	NG
RD 7	Chapter 6 Flat Cut List		Wed, Jan 25,	3	Wed, Feb 1,	4	Start of Class	NG
RD 8	Chapter 5 Materials		Wed, Jan 25,	3	Wed, Feb 1,	4	Start of Class	NG
RD 9	Chapter 6: Framed Scenery-Doors		Wed, Feb 1,	4	Mon, Feb 6,	5	Start of Class	NG
RD 10	Chapter 6: Weight Bearing Scenery		Mon, Feb 13,	6	Mon, Feb 20,	7	Start of Class	NG
RD 11	Chapter 2: Masking - Masking & Rigging		Mon, Feb 20,	7	Mon, Feb 27,	8	Start of Class	NG
RD 12	Chapter 7: pp. 185-196 - Shifting Scenery		Mon, Feb 27,	8	Mon, Mar 6,	9	Start of Class	NG
<b>rd</b>	<b>Reading</b>				<b>SUB TOTAL</b>			
hw	Homework	1	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
1	Fractions Worksheet	UL	Wed, Jan 11,	1	Sun, Jan 15,	1.5	End of Class	20
2	Simple Machines	UL	Wed, Jan 11,	1	Sun, Jan 15,	1.5	Top of Training	20
3	Measuring Exercises	HI	Sun, Jan 15,	1.5	Sun, Jan 15,	1.5	End of Training	20
4	Identifying Tools	MO	Sun, Jan 15,	1.5	Fri, Jan 20,	2	4:00 PM	20
5	Identifying Parts of the Set	UL	Wed, Jan 18,	2	Mon, Jan 23,	3	Start of Class	20
6	Scaling Homework	UL	Mon, Jan 30,	4	Mon, Feb 6,	5	Start of Class	20
7	Creating a Cut List	UL	Wed, Feb 1,	4	Wed, Feb 8,	5	Start of Class	20
8	Drawing A Basic Flat	HI	Wed, Feb 1,	4	Wed, Feb 8,	5	Start of Class	20
9	Drawing a Flat with a Door & Window	HI	Wed, Feb 8,	5	Mon, Feb 20,	7	Start of Class	20
10	Drawing a Platform	HI	Mon, Feb 20,	7	Wed, Mar 1,	8	Start of Class	20
<b>hw</b>	<b>Homework</b>				<b>SUB TOTAL</b>			<b>200</b>
ic	In Class	2	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
	In Class Scaling Exercise		Mon, Jan 30,	4	Mon, Jan 30,	4	End of Class	NG
	In Class Orthographic Worksheet		Wed, Jan 25,	3	Wed, Jan 25,	3	End of Class	NG
	In Class Budgeting Assignment		Wed, Mar 22,	11	Wed, Mar 22,	11	End of Class	NG
<b>ic</b>	<b>In Class</b>				<b>SUB TOTAL</b>			
q	Quiz	3	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
Q1	Quiz - Syllabus and Overview	OL	Wed, Jan 11,	1	Wed, Jan 18,	2	6:00 PM	50
Q2	Quiz - Scenic Elements and Drafting	OL	Mon, Mar 6,	9	Mon, Mar 13,	10	11:59 PM	100
Q3	Quiz - Fly System and Knots	OL	Mon, Mar 27,	12	Mon, Apr 3,	13	Start of Class	50
<b>q</b>	<b>Quiz</b>				<b>SUB TOTAL</b>			<b>200</b>
pa	Paper	4	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
P1	Paper on "... How is Yes"	UL	Wed, Jan 25,	3	Wed, Feb 15,	6	6:00 PM	100
<b>pa</b>	<b>Paper</b>				<b>SUB TOTAL</b>			<b>100</b>

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pr	Project	5	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
PR1	Create a Knot Board	HI	Mon, Mar 20,	11	Wed, Apr 12,	14	Start of Class	200
<b>pr</b>	<b>Project</b>				<b>SUB TOTAL</b>			<b>200</b>
fp	Final Project	6	Assigned On:		Due On:			
#	Assignment Name		Day	Wk	Day	Wk	Time	Value
FP1	Final Project Stage One	OL	Mon, Apr 3,	13	Wed, Apr 19,	15	Start of Class	225
FP2	Final Project Stage Two	OL	Wed, Apr 19,	15	Wed, May 3,	17	Start of Class	225
15	Final Project Team Assessment	HI	Wed, May 3,	17	Wed, May 3,	17	End of Class	50
<b>fp</b>	<b>Final Project</b>				<b>SUB TOTAL</b>			<b>500</b>
<b>ASSIGNMENTS GRAND TOTAL</b>								<b>1200</b>

## STAGECRAFT LAB POLICY

Each student enrolled in TAR 111 must sign up and attend Stagecraft Lab, where you will have opportunities for hands-on experience with a variety of tools, materials, and methods of fabrication. Stagecraft Lab **IS NOT** the same thing as TAR 113, Stagecraft Crew. TAR 113 is a separate one (1) credit class, designed to give the student the experience of “running” a show.

There are three (3) types of events you must attend as part of the TAR 111 Stagecraft Lab: Stagecraft Lab, Load-in, and Strike. Although schedules will vary on an individual basis, typically, students will attend fifteen (15) regular labs, two (2) load-ins, and one (1) strike.

Excused absences must be made known to your supervisor, - **IN WRITING** - 24 hours **BEFORE** the scheduled call, and are subject to the instructor’s or TA’s discretion. Common excused absences include medical or family emergencies. Any and all excused absences must be scheduled and the missed day, rescheduled, with either the TA or instructor. **STUDENTS WILL NOT BE ALLOWED TO MAKE UP UNEXCUSED ABSENCES.** Students who miss calls (labs, load-ins, or strikes) without proper authorization will not be allowed to make them up. The dates for load-ins and strikes are listed later in this document. The technical director has final scheduling authority, and may have to assign students to calls to avoid imbalances in the schedule.

Although changes to the schedule can be made, as detailed later in this document, it is extremely important that every student sticks to their selected date. Production schedules are created based on the expectation of certain numbers of students per day. Deviating from or rescheduling the agreed upon schedule can result in lost time.

### **Lab Scoring Structure and Grading Policy:**

• Professionalism	125	18%
• Inquisitiveness	125	18%
• Growth throughout the semester	125	18%
• Transfer of information from class to shop	125	18%
• Strike Participation	100	14%
• Load-In Participation	100	14%
<b>TOTAL SCORE</b>	<b>700</b>	

*The grades for the professionalism, inquisitiveness, and growth are calculated based on a average of assessments made by the faculty technical director and the graduate teaching assistants.*

Grades are awards based on your overall performance, including your attitude, attendance, and by how much your knowledge base grows over the course of the semester. This growth includes your ability to make connections between the lecture and the labs. Your attitude will be evidenced by how engaged you are in the process, as well as how cooperative you are with your supervisor and fellow crew-members. To be clear, you **ARE NOT** being graded solely on how well you complete any specific task, but rather how you approach ALL of your tasks. Attitude and focus are the guiding constraints.

### **Change of Schedule Requests:**

Students may change their lab schedule (**regular labs only, this policy does not include Load-ins and Strikes**) with one of the TA’s for the class if necessary, due to unforeseen conflicts or other academic issues. In order to do this without point deductions, a student must submit the request **in writing by the Sunday before** the lab session in question, so that the lab schedules can be updated. Within the written request, also add the date you would like to make up the missed lab day. **It is the student’s responsibility to find a make-up day for any missed labs.**

### **REGULAR LABS:**

Lab starts at 1:10 in the afternoon and lasts until 3:50. If you arrive within ten minutes of the start time, you will be marked as tardy; more than 10 minutes late and you will be marked as absent. Two tardy marks equal one absence.

### **DEFINITIONS:**

- The student is late 1-10 minutes after the scheduled start time.
- The student is absent if he/she has not arrived 10 minutes after start time. □ Excused absences: □ All holidays or special events observed by organized religions will be honored for students who show affiliation with that religion. Absences pre-approved by the UA Dean of students will be honored (e.g. athletes, debate team, military absence, hospitalization, death in family) □

**ALWAYS BE EARLY TO LAB.** Being early to lab will give you the opportunity to lock up your belongings and check in with your supervisor. **ALL LAB STUDENTS WILL HELP CLEAN UP THE SHOP AT THE END OF THE CALL**, and will do what is asked of them without complaint.

### **LOAD-INS & STRIKES:**

Load-ins will take place in the evenings of the days listed later in this syllabus. Strikes take place on the Sunday immediately following the final matinee performance. The start time of the Strike will be announced the week before, but typically, they will start at 4:00pm. Students will be given breaks as necessary, with the timing determined by the person supervising the call. All breaks will at the discretion of the technical director for the show.

### **COME TO LAB PREPARED TO WORK:**

Every lab session requires the student to wear the appropriate clothing like jeans, t-shirts, and closed toed shoes. See the list below for more specific information. Long sleeved shirts will be allowed, but not while the student is using the table saw. **Suffice it to say that the shop is a dirty environment, and you should come to shop prepared to get dirty.**

### **THE FOLLOWING CLOTHES & ACCESSORIES WILL NOT BE ALLOWED:**

- Short shorts,
- SHOES:
  - OPEN TOED SHOES OR FLIP FLOPS!!!!
  - Shoes with high heels
  - Thin soled shoes
- Skirts or Dresses,
- “Blousy” or “billowy” shirts
- Head phones,
- Cell phones,
- Bracelets, or “dangly” jewelry

**THIS LIST IS SUBJECT TO REVISION AT THE DISCRETION OF THE TECHNICAL DIRECTOR.**

Students, who show up in garb deemed to be inappropriate, or who engage in behavior deemed to be unsafe, may be sent away. This will be considered an unexcused absence, and students will not be allowed to make this absence up. **Any student showing up to ANY CALL or ANY LAB under the influence of drugs or alcohol WILL BE DISMISSED** immediately and will lose credit for that lab session. This incident will also be reported to the Dean of Students for Discipline, if necessary.

## SIGNING UP FOR LOAD-INS AND STRIKES

In order to fulfill your obligation for T AR 111, you must participate in **TWO (2) of the evening LOAD-INS calls and ONE (1) STRIKE** for the Theatre Arts/ART productions.

### DEADLINES for signing up for LOAD-INS, STRIKES, & RUNNING CREWS.

**LOAD-INS:** Wednesday, January 18<sup>th</sup>

**RUNNING CREW:** Wednesday, January 18<sup>th</sup>

*Filling out the running crew form is only required if you are enrolled in T AR 113. A separate invitation and syllabus will be provided to you.*

**STRIKES:** Monday, August 29<sup>th</sup>

Because the first load-in starts on **Sunday, January 22nd**, I need you to follow the link inviting you to the online poll by **Wednesday, January 18<sup>th</sup>**. You will receive an invitation to the doodle poll by August 22<sup>nd</sup>, the first day of classes.

Signing up for load-ins is on **FIRST COME, FIRST SERVE** basis, so go to the link as soon as you can. As the faculty technical director, I have final approval of crew schedules, and in the event of an imbalance, I will reassign and reschedule as needed. When choosing your desired load-in and strike dates, please adhere to the following guidelines:

- **CHECK YOUR SCHEDULE BEFORE SIGNING UP – UNEXCUSED ABSENCES ARE NOT PERMITTED**
- **Do not take on any other assignments or projects that will conflict with the load-in and strikes you want.**
- **Sign up for your strikes after you have signed up and been approved for your TAR 113 running crew. Remember, because you will be expected to take part in a short strike that is associated with your running crew assignment, you CANNOT work your 111 strike for the same show for which you are running.**

Load-ins: 6:00 to 10:00pm (typical time frame)

*PROOF* January 22<sup>nd</sup> through 25<sup>th</sup>

*The Sunday Load –in is from 2:00pm until 6:00pm*

*TWELFTH* February 19<sup>th</sup> through 22<sup>nd</sup>

*The Sunday Load –in is from 2:00pm until 6:00pm*

*EVITA* March 20<sup>th</sup> through 23<sup>rd</sup>

*You are required to attend TWO DAYS in any combination of the Load-In dates listed above. I prefer that you choose two consecutive days.*

Strikes: 4:00 until Midnight

*PROOF* Sunday, February 26<sup>th</sup>

*TWELFTH* Sunday, April 2<sup>nd</sup>

*EVITA* Sunday, April 30<sup>th</sup>

*Note that strikes **ALWAYS** take place on Sundays, after the final matinee*

Generally speaking, it is helpful to know your Run Crew (TAR 113) schedule before trying to schedule your load-in and strike calls. **Understand that as a member of the running crew, you are responsible for taking part in the Props strike that takes place after the last show, possibly up to 3 hours.**

## UNIVERSITY POLICY STATEMENTS

### **Insurance:**

The University asks us to remind you that you are not covered under the University's insurance. In the event of an injury in class or lab that requires medical attention, we will send you to the Student Health Center, a hospital, or call an ambulance, depending on the severity of the injury. You will be responsible for medical related to an injury, so please be sure that you have your own insurance coverage, or are covered under a parent's policy. If you need insurance, you can get information regarding a low cost student policy from the Student Health Center.

### **The Student Code of Conduct:**

"The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals."

### **Drug and Alcohol Policy:**

Drug and Alcohol use is prohibited on campus. If you are under the influence of drugs or alcohol during work, you will be dismissed immediately, and you will not be given credit for the call. In addition, if you are suffering from the after-effects of drug or alcohol use (the 'brown-bottle flu') during work you will be dismissed and will not receive credit for that work session. These absences will count as un-excused absences, and will affect your grade.

### **University of Arizona Academic Integrity Policy:**

Please note the following excerpts:

- "The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus" - **The Student Code of Conduct**
- Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See:  
<http://deanofstudents.arizona.edu/codeofacademicintegrity>  
<http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.
- "Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by [ABOR Policies 5-308 through 5-404](#), all provisions of which apply to

all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by [ABOR Policy 5-403.A.4](#) and otherwise to supplement the Student Code of Conduct as permitted by [ABOR Policy 5-308.C.1](#).

- Students enrolled in academic credit bearing courses are subject to this Code. Conduct prohibited by this Code consists of all forms of academic dishonesty, including, but not limited to:
  - Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Code of Conduct, [ABOR Policy 5-308-E.6, E.10, and F.1](#)
  - Submitting an item of academic work that has previously been submitted or simultaneously submitted without fair citation of the original work or authorization by the faculty member supervising the work.
  - Violating required disciplinary and professional ethics rules contained or referenced in the student handbooks (hardcopy or online) of undergraduate or graduate programs, or professional colleges.
  - Violating discipline specific health, safety or ethical requirements to gain any unfair advantage in lab(s) or clinical assignments.
  - Failing to observe rules of academic integrity established by a faculty member for a particular course.
  - Attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts. Assisting or attempting to assist another to violate this Code.
- The University Libraries have some excellent tips for avoiding plagiarism, available at <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>.
- Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

### **Students with Disabilities:**

If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is extremely important that you register with Disability Resources (520-621-3268; [drc.arizona.edu](http://drc.arizona.edu)) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate you.

### **Accessibility and Accommodations:**

Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit <http://drc.arizona.edu>.

### **Classroom Behavior Policy**

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other

and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.). Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

### **Disruptive Behavior Policy:**

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that materially distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operations of the University. If you are engaging in disruptive behavior you may be asked to leave the classroom for the remainder of the class period, and will constitute an unexcused absence. **Disruptive behaviors include**, but are not limited to:

- **Any kind of cell phone use,**
- **Reading of newspapers, or other non-subject matter related content,**
- **Refusing to be seated,**
- **Talking during the lecture,**
- **Sleeping, eating, or drinking,**
- **Smoking or use of smokeless tobacco products, and**
- **Threatening behavior.**

### **Threatening Behavior Policy:**

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

This course supports elective gender pronoun use and self-identification; rosters indicating such choices will be updated throughout the semester, upon student request. As the course includes group work and in-class discussion, it is vitally important for us to create an educational environment of inclusion and mutual respect.

### **IMPORTANT DATES – Spring 2017**

January 10, 2017	Last day to file Undergraduate Leave of Absence. Last day for students to add to or drop from a wait list.
January 11, 2017	Deadline to pay for ALL UNITS registered as of 1/8/2017 without late charges.
January 11, 2017	FIRST DAY OF SPRING 2017 CLASSES UAccess still available for registration First day to file Grade Replacement Opportunity
January 12, 2017	First day to add classes for audit; instructor signature is required. Dean's \$50.00 Late Payment Charge applied for tuition due 1/11/2017.



- January 16, 2017 Martin Luther King, Jr. Holiday - no classes
- January 19, 2017 Last day to use UAccess for:  
Adding classes, changing classes, or changing sections  
Changing to/from pass/fail grade  
UAccess will still be available to drop classes through January 25th. After that, UAccess will be available to withdraw from classes through March 28th.
- January 20, 2017 Change of Schedule form with instructor approval is required to ADD or CHANGE classes.  
UAccess is still available to drop classes through January 25th. After that, UAccess will be available to withdraw from classes through March 28th.  
Begin \$25.00 course late drop fee for undergraduate students. There will be a \$25.00 late drop fee assessed for each course dropped beginning today. For further information, please click here.  
Registration from zero units requires Change of Schedule form with instructor and Dean's permission.
- January 25, 2017 Last day to drop without a W. Classes dropped on or before this date will remain on your UAccess academic record with a status of dropped, but will not appear on your transcript.
- January 25, 2017 This is the last day of the UA Student Health Care Options open enrollment. For program details and enrollment instructions on the Student Health Insurance and CampusCare, please visit [www.health.arizona.edu](http://www.health.arizona.edu) and select "Fees & Insurance".
- January 25, 2017 Last Day to be eligible for a REFUND when dropping units in Regular Spring 2017.
- January 26, 2017 W period begins. A penalty grade of W will be awarded for each course withdrawal and the class(es) will appear on your transcript.  
Complete withdrawal period begins for students needing to withdraw from all courses at the university.
- February 1, 2017 Deadline to apply for Spring 2017 and Summer 2017 degree candidacy. Applications will be accepted after this date, however a \$50.00 Late Candidacy Application fee will be assessed.
- February 1, 2017 Last day to increase in units without the \$250.00 Late Registration Fee.
- February 2, 2017 Begin \$250.00 Late Registration Fee for additional class units.  
Registration from zero units requires written statement, pre-payment, instructor and Dean's approval on a Change of Schedule form, and Registrar approval upon submission.
- February 2, 2017 \$125.00 Unpaid Tuition Charge applied for unpaid tuition due 1/11/2017.
- February 7, 2017 Last day to:  
Change from pass/fail to regular grade or vice versa with only instructor approval on a Change of Schedule form.  
File Grade Replacement Opportunity (GRO), deadline is 11:59 PM.
- February 8, 2017 Change of Schedule form with Instructor and Dean's permission is required to change from pass/fail to regular grade or vice versa.  
Dean's signature is not required to change to/from audit until March 8th.

March 8, 2017 All Change of Schedule forms to add or change classes (including changing to/from audit) require not only the instructor's signature indicating permission but also the Dean's signature. By policy, permission from the Dean to make a registration change at this time requires an extraordinary reason.  
UAccess is still available to withdraw online through March 28th.

March 11 - 19, 2017 Spring Recess

March 14, 2017 Deadline to pay tuition ALL UNITS registered as of 1/09/2017 through 3/12/2017 without late charges.

March 15, 2017 \$50.00 Late Payment Charge applied for tuition due 3/14/2017.

March 28, 2017 Last day to withdraw from a class online through UAccess.  
The complete withdrawal process is still available through the last day of classes.

March 29, 2017 Course withdrawals may be processed only with the approval of the student's college Dean on a Late Change Petition now through April 18th.  
Students must have an extraordinary reason for approval.

April 5, 2017 \$125.00 Unpaid Tuition Charge applied for unpaid tuition due 3/14/2017.

April 18, 2017 Final deadline to submit Late Change Petitions to the student's college.  
The complete withdrawal process is still available through the last day of classes.

May 3, 2017 LAST DAY OF CLASSES. No registration changes can be made after the last day of classes.  
Last day to:  
File a complete withdrawal  
File a \$25.00 Late Drop Fee Appeal form  
File \$250.00 Late Registration Fee appeal

May 4, 2017 Reading day - no classes or finals

May 5 - 11, 2017 FINAL EXAMS PERIOD  
Final grades are available in UAccess as soon as the instructor posts them. Per Faculty Senate Policy, grades should be submitted within 2 business days after the final exam.

May 12, 2017 Spring Commencement date and degree award date for students completing by close of spring semester