

# Stagecraft

THEA 1513-101, CRN 13161

**Course Description:** Basic construction techniques will be examined while placing emphasis on shop and stage safety, tool usage, production process.

**Class Time:** TR 2:00-3:20 PM

**Class Location:** Fain Fine Arts, B120

**Instructor:** Eric A. Koger

**Office Phone:** 940-397-4781

**Email:** Eric.Koger@msutexas.edu

**Office Location:** Fain Fine Arts, B123

**Office Hours:** 11am-12pm MTWRF. In general, stopping by is an option but does not guarantee availability. Send an email to ensure a specific time. If I am not in my office, I may be in one of the two theatre spaces or in the scene shop.

## Disclaimer

The information provided within this syllabus may be subject to change. Always assume that the syllabus is correct unless the instructor has made a formal amendment.

## Course Objectives

This course will assist you in developing and demonstrating:

1. an understanding of theatre architecture and features
  - a. Knowledge of the development of theatre
2. proper use of theatrical vocabulary
  - a. Theoretical/conceptual knowledge and application
  - b. Employability
3. a firm knowledge of shop safety and theatre construction
  - a. Theoretical/conceptual knowledge and application
  - b. Employability
  - c. Safety knowledge and practice
  - d. Professionalism

## Course Requirements

To succeed in this course, you will need to ensure the following requirements are met, daily.

1. Daily participation in all activities is mandatory. Foundational information is given and explained in class and then built upon over the semester. Absences will cause many issues as you move forward in this course.
2. Completion of the assigned projects on the due date. Incomplete assignments will be graded as such and could be grounds for significant point loss. Late assignments will not be accepted.

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you understand and accept all the policies listed herein.**

3. Keep track of your grades using the section under tentative schedule of this syllabus. If an assignment is returned on a day that you are absent, it is your responsibility to seek out the missing items and grade.
4. D2L will be utilized during this course.
5. It is a mandate that all faculty use the official MSU student emails. No other email will be used.
6. Header information on all assignments must be in one line and contain the following: Your first and last name, the date of submission, and the class name and number. For Instance:  

Eric KogerAugust 24<sup>th</sup> 2025THEA 1513 Stagecraft

In addition, all work MUST be typed, printed, stapled, spell-checked, and grammar checked prior to class beginning. Documents that do not meet these criteria will be assessed a point deduction.

\*\*\*When printing, make sure that your name is clearly typed on your work. Not hand scrawled.
7. During finals week, you are required to attend class. Each class meets at a specific time that will not overlap with other exam times.
  - a. **The final for this class is, Wednesday, December 9<sup>th</sup> at 5:45 – 7:45pm.**

**Textbook (optional, recommended)**

Holloway, John. *Illustrated Theatre Production Guide*. 2<sup>nd</sup> edition  
ISBN: 0240812042

**Supplies**

You are responsible for the following personal safety supplies. In addition, these items must be brought to class and lab hours every time you are present. Eye protection is required at all times during shop activities.

1. Eye protection (must be worn at all times)
2. Hearing protection – either plugs or muffs (worn at your discretion, TBD)
3. Work gloves (worn at your discretion, TBD)

In the age of Covid, it is necessary to prepare for remote course work. This will require you to have the following supplies.

4. Working video camera with sound for your computer
5. A stable internet connection
6. ZOOM software installed

**Distance Learning Preparation**

To ensure our preparedness for any potential health concerns, there are several requirements. If the course is forced to an online modality, it is expected that the student will be able to make that transition with ease. A working video camera with sound and a stable internet connection,

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are vital. In addition, when in class via ZOOM, the student must be consistently visible in their ZOOM window. If the student cannot be seen, they will be counted absent. When setting up for a ZOOM class, the student's class environment must be free of distraction and external noise. This means, no driving or walking somewhere or doing laundry while in class. Also, ensure you are in an environment where you can participate audibly without significant background noise.

### Grading

Types of learning – there are many methods to learn the material in this class:

1. *Lectures* – come to class and I will impart information that is different than the required reading. Your knowledge of the lectures will be assessed through the weekly quizzes.
2. *Readings* – read any materials provided and be prepared for a potential quiz. If you are late to class, you may miss the quiz. The quiz serves to ensure that you are reading but also serves as assessment for the lecture material.
3. *Competencies* – this is an opportunity to gain free points by being present in the shop for tool and skill training and working on class projects. Make sure you are properly dressed for shop work.
4. *Quizzes* – any material covered in class, during shop activities, or in the required readings could be on the quiz.
5. *Lab Hours* – you will be assigned 2 hours of shop activity each week. This is an opportunity to work on competencies (mentioned above) or assist in other shop activities including production related tasks, facility upkeep and maintenance, or prepping for events. Make sure you are properly dressed for shop work.

Makeup policy – Late assignments will **NOT** be accepted. All assignments will be formally collected during the class period in which they are due. Quizzes missed due to absenteeism cannot be made up.

Withdrawals – It is the responsibility of the student to properly withdraw.

Point value/grade distribution: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F

There are 110 points possible but grades will be calculated on a 100point scale.

### Cell Phones and Other Recording Devices

Cell phones must be...

1. Silenced
2. Put away completely out of sight
3. Not looked at until after class

If at any point your cell phone is NOT put away and silenced, you will be asked to leave for the remainder of the day. This will result in an absence.

The use of cell phones and other recording or electronic devices is strictly prohibited during class. The instructor may direct, from time to time, on the possible use of cell phones for legitimate class reasons. Recording the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

### Computer and Tablet Usage

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Often electronic devices provide distraction during class. The use of electronic devices during class is prohibited unless specifically mentioned otherwise. Note taking should be accomplished with a writing utensil and paper. Always be prepared with the proper note taking materials when in class.

**Dress Code**

Be aware that we may be getting dirty during class or participating in activities that require movement. Dress appropriately. Be aware of all Shop Safety requirements.

**Attendance**

Attendance is mandatory. You are responsible for any information that you miss due to absenteeism. Attendance is taken at the beginning of class. Excessive lateness may count as an absence and will be determined by the instructor. Excessive absenteeism during the course can also weigh negatively on attendance. This would include leaving class early, being asked to leave for any reason, or prolonged absence during the class time.

Unavoidable absence – Jury duty, death in the family, etc. You must send notification by email to the instructor explaining the situation prior to missing the class. Be sure to include your name, class period (day/time) and your situation.

Late assignments will not be accepted. Quizzes missed due to absenteeism cannot be made up.

Feeling sick and opting not to attend class will be a normal absence. For that absence to be excused, an official doctor's note must be submitted within 3 days of the absence. Doctor's notes cannot retroactively be utilized beyond 3 days.

**Conduct Statement**

Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class.

**Academic Dishonesty Statement**

Plagiarism is (1) the use of source material of other persons (either published or unpublished, including the Internet) without following the accepted techniques of giving credit or (2) the submission for credit of work not the individuals to whom credit is given. If a student in the class is caught plagiarizing, appropriate disciplinary action will be taken. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Plagiarism is lying, cheating, and stealing.

**ChatGPT and AI**

AI Writing tools are not permitted for any stage or phase of work in this class. If you use these tools, your actions would be considered academically dishonest and treated as plagiarism.

**Student Privacy Statement**

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In accordance with Federal Privacy Laws a student's personal information is protected.

As an instructor it is unlawful for me to share your personal information (including grades) with anyone unless I have written consent. This means I will not be able to discuss your grades with parents. If you have questions about your grades or have forgotten the grading policy for the course, please schedule a visit during office hours.

**Disability Support Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

**Campus Carry**

Facts about campus carry can be found at <https://msutexas.edu/campus-carry/>

Areas excluded from concealed carry are appropriately marked, in accordance with state law.

**Tentative Schedule**

See Stagecraft Tentative Schedule, posted on D2L.