

**UNIVERSITY OF FLORIDA: School of Theatre + Dance**  
THE 4905 Individual Study: *Advanced Topics in Stagecraft*

Syllabus – Spring 2021

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**CLASS:**

Tuesday/Thursday, 2/3 Period, 8:30 AM – 10:25 PM, G005 (Black Box)

**LAB:**

Per schedule, two hours per week supervising projects in the Scene Shop  
Lab sessions will be in person, in G017 (Scene Shop of Nadine McGuire Pavilion)

**FINAL:**

There is no final associated with this class

**INSTRUCTOR:**

Rob Leach                      rleach@arts.ufl.edu                      352-294-0459

**OFFICE HOURS:**

Tuesday/Thursday, 12:45-1:45 PM, Room G-016, or zoom:  
<https://ufl.zoom.us/j/91620497575?pwd=bmF3WDV0ZmNGeDVoSlcBU3RKYTR3Zz09>

**REQUIRED MATERIALS:**

**TEXTBOOK:**

Carter, Paul. *Backstage Handbook*. Third Edition ISBN: 0-911747-39-7

**TOOLS:**

Pen or pencil  
16' (minimum length) steel tape measure  
Safety glasses, impact rated to ANSI Z87.1 standard, and stamped accordingly.

**IN-PERSON ATTIRE:**

Work clothes: pants (such as jeans or khakis), sleeved shirt, and closed-toe/closed-heel shoes; long hair must be tied back; personal accessories must be removed (i.e., dangling necklaces, wallet chains, watches...). You will be asked to leave and marked absent if you do not have proper attire.

**OBJECTIVES:**

This is an advanced course for scenery and property construction. Students will design, budget, plan and supervise projects in the scene shop. We will discuss technical components of realized designs, as well as explore methods of construction and materials beyond those covered in Stagecraft class.

**SCHEDULE:**

Assignments will be posted on Canvas. Project assignments are listed by the week they are due; if you have Tuesday class, your project is due at the top of that week's class, unless otherwise noted on Canvas. Likewise, if you have Thursday class, your assignment is due at the beginning of your class that week. Please check Canvas regularly to make sure you are not getting behind on your projects.

**WEEKLY CLASS SCHEDULE**

Week 1	Introduction Scenic design interpretation (technical package project)
Week 2	Frame project introduction

Week 3	Joinery and milling and using tools differently, wood shop considerations Drawings and more drawings, layouts and measuring Sections and more sections, and why sections are important
Week 4	Steel deck, risers, and rentals Show decks and tracking scenery, constructing four common staging/platforms
Week 5	Rigging a traveler track, failure and success, and all the things we didn't think about Stairs, abstraction
Week 6	Stairs, construction methods and specific tools Stair, handrails
Week 7	Casters and wheels spinny things, Constructing a turntable, wheels continued Constructing a turntable
Week 8	Working with other departments, speakers and lights, practicals, surround sound Working with other departments, costume considerations, projection, rental venue
Week 9	Unions and departments and how does anything get done? Walls versus soft goods
Week 10	Road boxes and touring Setting up your shop
Week 11	checklist to tech Checklist to space
Week 12	your resume and selling your skills What do your skills enable you to do outside of entertainment? Open for catchall or unique topics What do you do on your first day/week of your new job?

#### **Evaluation:**

Students will be evaluated through attendance, participation and professional attitude, and successful completion of the following projects: Technical package, Announcement Production, and either Furniture or ½" Scale set. There will also be a limited research and presentation project. All projects include a category of professionalism.

Students may resubmit work (except for quizzes) if they feel they can improve on a grade; resubmittals must be done prior to your specific class on Week 12. Please be aware that you can resubmit work that is actually worse than your first attempt, and will be graded accordingly. Resubmitting work does not cancel points that were deducted due to late submissions.

The final course grade is based on the following percentages (your total points divided by total possible points):

A	94-100%	B-	80-83%	D+	67-69%
A-	90-93%	C+	77-79%	D	64-66%
B+	87-89%	C	74-76%	D-	60-63%
B	84-86%	C-	70-73%	E	0-59%

#### **ATTENDANCE POLICY:**

Theatre is a collaborative environment that demands continual support. Your successful completion of this course is based on discussion and participation in class and lab sessions. Attendance is vital. Only one (1) unexcused absence from class will be permitted without penalty. Each additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class. At this point in time we have been dealing with a global pandemic for almost a year, so please respect personal space, and provide documentation when you cannot attend class.

Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

We may elect to have some classes via zoom; plan to be physically and timely present for your weekly class.

**STUDENTS WITH DISABILITIES:**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

**UF GRADING POLICIES:**

Earned grades will align with UF policies; information can be found at <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/#gradestext-otp1>

**COVID 19 CONSIDERATIONS:**

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

You are required to wear approved face coverings at all times during in-person class and lab sessions, and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.

This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats/work areas and maintain appropriate spacing between students. Please do not move desks or stations.

Sanitizing supplies are available if you wish to wipe down your work areas

Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.

If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

**PROFESSIONAL CONDUCT:**

Please take care of yourself mentally and physically. Accept responsibility for your successes and failures. Earn your grade. Adhere to university policies. Respect your peers, facilities, and the staff and faculty of the school. Submit work that shows your pride in the process and your product.

**ACADEMIC DISHONESTY:**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code](#). Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

**ELECTRONICS and VIDEO:**

While personal electronics can be useful for class purposes, using devices to contact others should only be done for emergencies; calls and texts/messaging should be initiated/answered outside of class/lab. While we are planning on having as many in-person sessions as possible, we may decide or be required to utilize videoconferencing, such as Zoom.

Please exercise proper Zoom etiquette:

Use video in all zoom-based classes and meetings—do not post a photo or have a black screen.

Participation is required.

Please mute yourself when you are not speaking.

Conduct yourself during online learning as you would in a physical classroom, and considering the appropriateness of your attire/setting before the meeting.

**COURSE EVALUATION:**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner.](#) Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here.](#)

I do appreciate personal comments that you can provide during class, or ideas about making content more relevant.