Angelo State University
Department of Visual and Performing Arts
Fundamentals of Theatrical Design TH 2310-010
Fall 2021

Professor Rick Reeves
Carr
Richard.reeves@angelo.edu
Meetings online, by appointment
Syllabus version1 8/19/2021

In-Course Technology Use
This course utilizes the following platforms: Blackboard, Ramport, and Zoom. It is your responsibility to ensure that you are familiar with the platforms and seek the necessary help you require if you have questions. PowerPoints, and lesson materials are in Blackboard. In the event of technology issues, please maintain open and honest communication.

Flipped Classroom Expectations
Flipped classroom is a “pedagogical approach in which direct instruction moves from the group learning space to the individual learning space, and the resulting group space is transformed into a dynamic, interactive learning environment where the educator guides students as they apply concepts and engage creatively in the subject matter” (The Flipped Learning Network, 2014). According to the Angelo State University guidelines, students are expected to spend approximately two-three hours in preparation for each hour of lecture. The instructor anticipates that class work for this course will not exceed this guideline for most students. Class time is dedicated to applying the concepts of the course in practical and creative methods, understanding how the concepts affect and involve all educational disciplines, and to clarify any confusion before taking content quizzes. This means the preparation for each lecture is more in-depth on the parts of the instructor and the students. However, the learning results have proven to benefit the students when all parties put forth this effort.

Content Disclosure
Courses within the Department deal with works of dramatic literature, both on the page and on the stage. Sometimes the situations, actions, and language of these works can be off-putting or offensive to some students, who might be offended on such grounds as sexual explicitness, value judgements, violence, or blasphemy. As the Department is devoted to the principle of free expression, artistic and otherwise, and it is not the Department’s practice to censor these works on any of these grounds, students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.
Electronics Policy
I invite you to be physically and mentally present in our time together, and I request that you do not allow your devices to impact the learning environment, which involves many of us, in any negative manner.

Course Workload
According to the Angelo State University guidelines, students are expected to spend approximately two-three hours in preparation for each hour of lecture. The instructor anticipates that out-of-class work for this course will not exceed this guideline for most students.

Late Work: For every day an assignment is submitted late, a 10% grade reduction will occur. Group projects cannot be submitted late. The final exam and group project must be completed by the deadline, or the assignment automatically receives a “0”.

Attendance Policy
Timeliness and presence are crucial to excellence in the performing arts. Each student is allowed two (2) absences before your final grade is affected. For each absence beyond these allotted absences, your final grade will be reduced by ½ a letter grade with each subsequent absence. In addition to unexcused absences, three tardies or early exits will equal one absence. Please arrive on time. If you do not feel well, do not come to class. Lectures and lesson materials are provided on Blackboard, and Zoom sessions are available for clarification opportunities. In the event that you are quarantined due to COVID, please inform your instructor and do not come to class.

Please note: The only university-recognized excused absences are participation in official university business or for bona fide religious holy days. Participation in official university business must be documented by written notice from sponsoring faculty or staff member at last one week prior to the event.

Children In the Classroom
I hope that you will feel comfortable disclosing your student-parent status to me. This is the first step in my being able to accommodate any special needs that arise. Please know that your parenthood status is also protected by Title IX. While I maintain the same high expectations for all student in my classes regardless of parenting status, I am happy to problem solve with you in a way that makes you feel supported as you strive for school-parenting balance. Thank you for the diversity you bring to our classroom. If you must miss class due to your children’s needs, please attend to them, and I will provide the lecture material for you.

Civility In the Classroom
Students are expected to assist in maintaining a classroom environment that is conducive to learning. Higher Education is challenging, and new to many of you. We are also in an unprecedented time, and many of you are facing difficult circumstances.
In the case of a violation of this policy, the instructor will talk with the student about the inappropriate behavior immediately and will follow-up after class or with a scheduled meeting.

In the case of a second incident, the instructor will refer the student to the department chair who will schedule a meeting with the student. At this meeting or any subsequent meeting, the chairperson will inform the student that repeated deviations from expected classroom behavior will result in removal from the class.

If a third incident occurs, the instructor will ask the student to leave the class. If the student refuses, the Campus Police will be called to remove the student. The student will be immediately dropped from the class and reported to the student Dean of Students office.

Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or
ac commodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

**Observance of a Religious Holy Day**
Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel. An institution may not penalize the student for the absence and allows for the student to take an exam or complete an assignment from which the student is excused. No prior notification of the instructor is required.

**ADA Statement**
Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Office of Student Services at (325) 942-2191, Student Life Office, room 112. If you need disability accommodations in this class, please see me as soon as possible.

**Academic Advising**
The College of Arts and Sciences and Department of Communication, Mass Media and Theatre require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, faculty advisor, and the department chair. Communication, Mass Media, or Theatre majors who have questions about advising or declaring a major in the department, can call 942-2031. Undeclared majors are supported by ASU’s Center for Academic Excellence located in Library A312, and they can be reached at (325) 942-2710.

**Grade Appeal Process (OP 10.03 Student Grade Grievances)**
A student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at [http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc](http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc)
**Honor Code Policy**

Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at [http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf](http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf)

**Promises from your instructor:**

You will learn how to apply theatre artistic and business-related concepts to your respective careers.

You will better-engage in difficult conversations regarding abstract and subjective topics.

You will be pushed as appropriate to your current skill level.

You will learn tools necessary to becoming a more effective communicator and scholar.

I will be an empathetic and active listener.

I will create as safe an environment as possible online and in person for you to achieve success.

I will provide you with the tools you need to succeed in this course.

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**Schedule for Production Management - Fall 2021-Subject to change**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In Class</th>
<th>Before Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>TU</td>
<td>7-Sep</td>
<td>Union Contracts</td>
<td>Have Book</td>
</tr>
<tr>
<td>TH</td>
<td>9-Sep</td>
<td>Contracts Work (assign interviews)</td>
<td></td>
</tr>
<tr>
<td>TU</td>
<td>14-Sep</td>
<td>Communication</td>
<td>Read Chapter 1</td>
</tr>
<tr>
<td>TH</td>
<td>16-Sep</td>
<td>Exercise in Communication</td>
<td></td>
</tr>
<tr>
<td>TU</td>
<td>21-Sep</td>
<td>Relationships</td>
<td>Read Chapter 2</td>
</tr>
<tr>
<td>TH</td>
<td>23-Sep</td>
<td>Relationship Exercises</td>
<td></td>
</tr>
<tr>
<td>TU</td>
<td>28-Sep</td>
<td>Management and Techniques</td>
<td>Read Chapter 3</td>
</tr>
<tr>
<td>TH</td>
<td>30-Sep</td>
<td>Additional Events/Work Day</td>
<td></td>
</tr>
<tr>
<td>TU</td>
<td>5-Oct</td>
<td>Interview Reports (graded)</td>
<td></td>
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<tr>
<td>TH</td>
<td>7-Oct</td>
<td>Planning/ Scheduling</td>
<td>Read Chapter 4</td>
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<tr>
<td>TU</td>
<td>12-Oct</td>
<td>Work Day</td>
<td></td>
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<tr>
<td>TH</td>
<td>14-Oct</td>
<td>Calendar Presentations (graded)</td>
<td></td>
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<tr>
<td>TU</td>
<td>19-Oct</td>
<td>Meetings</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>TH</td>
<td>21-Oct</td>
<td>Work Day</td>
<td></td>
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<tr>
<td>TU</td>
<td>26-Oct</td>
<td>Money &amp; Budgets</td>
<td>Chapter 6</td>
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<tr>
<td>TH</td>
<td>28-Oct</td>
<td>Work Day</td>
<td></td>
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<tr>
<td>Day</td>
<td>Date</td>
<td>Activity</td>
<td>Chapter</td>
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<tr>
<td>TU</td>
<td>2-Nov</td>
<td>Hiring &amp; Casting</td>
<td>Chapter 7</td>
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<tr>
<td>TH</td>
<td>4-Nov</td>
<td>Work Day</td>
<td></td>
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<tr>
<td>TU</td>
<td>9-Nov</td>
<td>Season First Draft Presentations (graded)</td>
<td></td>
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<tr>
<td>TH</td>
<td>11-Nov</td>
<td>Season First Draft Presentations (graded)</td>
<td></td>
</tr>
<tr>
<td>TU</td>
<td>16-Nov</td>
<td>Work Day-Revisions</td>
<td></td>
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<tr>
<td>Th</td>
<td>18-Nov</td>
<td>Mock Interviews (graded)</td>
<td></td>
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<tr>
<td>TU</td>
<td>30-Nov</td>
<td>Safety</td>
<td>Chapter 8</td>
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<tr>
<td>TH</td>
<td>2-Dec</td>
<td>Work Day</td>
<td></td>
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<tr>
<td>W</td>
<td>8 Dec</td>
<td>Final Exam 10:30-12:30</td>
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**Grading:**
There are 4 projects in this class that are outside projects. Each are worth 10% of your grade, totaling 40%
On our meeting days we will do group exercises that count toward a participation grade. Participation is worth 30% of your grade. I will get input from the group about your participation level. The final project will make up 30% of your grade. The way I grade your outside and final projects it as follows:
25% for each of the four categories:
1. Finished and on time
2. Original and creative
3. Communicated the intent of the project
4. Quality of presentation and professionalism of the finish of the project.