THE 420: Theatre Production C: *Machinal.*
Spring 2015.

**Course Number:** THE 420
**Instructor:** Kevin Griffin
**Office:** Annie Russell Scene Shop, 2nd Floor

**Classroom:** Annie Russell Theatre
**Telephone:** (407) 628-6351
**E-mail:** kgriffin@rollins.edu

**Office Hours:**
Monday through Friday 10:00 AM – 11:00 AM
or by appointment

**Course Objectives:**
The purpose of this course is to provide the student with practical production experience in various areas including carpentry, costuming, painting, props, electrics, running crews, stage management, audio and projections. Students will apply for the various positions available via the theatre department’s Crew Application Form.

Through the “hands-on” practical application of production work, students will…
1. Develop their skills in theatrical production, specifically those related to their crew assignment.
2. Develop critical and creative thinking skills.
3. Enhance their understanding of the various aspects of technical theatre and how they relate to each other in the development of a theatrical production.
4. **Crew Heads** develop communication and leadership skills necessary for advancement to design positions.

**COURSE REQUIREMENTS:**
All students are required to work a total of 40 shop hours (Minimum of 2 hours per call, except costume studio. See Seth Schrager for specifics) in their assigned shop or participate on *Machinal* running crew. Each student participating on a shop crew must sign up for weekly shop hours with Robert Miller (scenic construction, paints) or Seth Schrager (costume studio crew). Students participating on a backstage running crews’ will be contacted by their crew head(s) regarding the required scheduled hours. **All students must fill out a Crew Application Form to be returned to Kevin Griffin.**

**CREW POSITIONS:**
**Crew Heads:** These positions require that students have served on the crew they are heading and are familiar with the day-to-day operations of the crew. The faculty or professional staff in charge of the area must approve of a Crew Head position before it is assigned.
- Master Carpenter (Robert Miller or Lauren Cushman approval required).
- Scenic Paint Charge (Lisa Cody-Rapport approval required).
- Properties Master (Lisa Cody-Rapport & Lauren Cushman approval required).
- Properties/Scenic Run Crew Head (Lauren Cushman approval required).
- Costume Studio Crew Head (Seth Schrager approval required).
- Costume Running Crew Head (Seth Schrager approval required).
- Makeup Running Crew Head (Seth Schrager approval required).
- Master Electrician (Kevin Griffin approval required).
- Audio Engineer (Robert Miller approval required).
- Projections Lead Technician (Lauren Cushman approval required).
- Stage Management (application required. Positions assigned by Kevin Griffin).
**Crew Heads:** are accepting a position of significant responsibility and commit to acting as peer leaders for their specific crew assignment. Shop hours for a Crew Head are not kept on time cards and the expectation is that the Crew Head will complete all reasonable duties as assigned. Crew Head duties are outlined in separate documents and available on Blackboard and are posted in shops as well as on the backboard at the Annie Russell Theatre.

Attendance of all production meetings is mandatory for Crew Heads only. Attendance of both session of load-in and load-out is mandatory for all Crew Heads. Certain Crew Head positions must attend all dress and technical rehearsals. See specific duty descriptions for details.

The nature of the work in these Crew Head positions will, at times, require work beyond the 40 shop hours. Hours for Crew Heads are not kept on official time cards, rather the faculty or professional staff in charge of the area will determine if the Crew Head has completed work at a sufficient degree as outlined in the **Crew Head Grading Rubric**.

**General Crew Positions:** These positions do not require any previous experience working on any backstage crew, or approval by a faculty or professional staff member prior to working on the crew and include:
- Scenic & Properties Carpentry Crew (shop crew)
- Scenic & Props Running Crew
- Scenic Paint Crew (shop crew)
- Costume Studio Crew (shop crew)
- Costume & Makeup Running Crew
- Electrics Crew (shop crew)
- Light Board Programmer/Operator (running crew)
- Follow Spot Operator (running crew)
- Audio Deck Technician (running crew)

Students serving on Scenic & Properties Carpentry Crew, Scenic Paint Crew, and Costume Studio Crew will set their work schedule with the appropriate professional staff supervising work in their area. Typical workdays are M-F, 1pm-6pm unless specified differently by the area professional staff.

Students serving on Electrics Crew will have specific work call dates and times which will be provided in a separate work schedule.

Students serving on a running crew will typically be working during the technical rehearsals and performance runs, operating within their specific areas. Students do not clock hours in these positions but do strictly adhere to on-time attendance of all rehearsal & performance calls and must sign-in on the callboard for each technical rehearsal and performance in order to receive full credit for the course.

**Shop Hours** (begin January 12 and end February 22, 2015 at 5:30pm) and running crew times (located on Crew Application Form) will be considered the appointed class times. This class officially ends on February 22, 2015 at 5:30pm. No further hours are available after this date & time.

Each student working on a general crew position in one of the shops is responsible for clocking in and out for each call. Any clocked time that is not signed by a faculty, professional staff or Crew Head of your area member will not count toward the required shop hours. Each student working on running crew must sign in for each crew call.

In addition to the 40 shop or running crew hours, each student is required to attend both Load-in and Load-out of *Machinal*. A sign-up sheet for Load In and Load-out will be posted on the callboard one week prior to the Load In and Load-out dates. You are required to sign-up for a 4-hour time slot for both crew calls.

Absence from Load In will lower your final grade one letter grade. Absence from Load-out will lower your final grade one letter grade. Make-up hours are not available for missing Load In or Load-out.

Hours can be earned ushering for the production (non-running crewmembers only). A maximum of 9 hours will be allowed unless otherwise stated by the instructor.
You must sign up with the House Manager, Blair Johnson, and conform to all requirements for ushering prior to ushering for the evening.

**HOURS TOTALING EXAMPLE:**

\[
40 \text{ (shop, studio or crew hours)} + 4 \text{ (load in hours required)} + 4 \text{ (load-out hours required)} = 48 \text{ hours total.}
\]

**SCENIC**

Load-in: Saturday, Jan. 31, 2015  (9:30am – 1:30pm or 2:00pm – 5:30pm)
Load-out: Sunday, Feb. 22, 2015  (12 noon – 3:30pm or 4:30pm – 8:00pm)

**COSTUME**

Load-in: Sunday, Feb. 08, 2015  (9:30am – 2:00pm)
Load-out: Sunday, Feb. 22, 2015  (12 noon – 3:30pm or 4:30pm – 8:00pm)


**COSTUME/MAKE UP RUN CREW**

Make up training call: Saturday, February 07, 2015. TIME 10:00AM – 2:00PM TIME IS SUBJECT TO CHANGE!

**ELECTRICS CREW**

FOH Load-in: Jan. 20-23, 2015                       (2-6pm daily)
Over Stage Load-in: Saturday, Jan. 24, 2015  (9:45am – 4:00pm)
Load-out: Sunday, Feb. 22, 2015          (12 noon – 3:30pm or 4:30pm – 8:00pm)

**SUPPLIES REQUIRED:** (when working in the ART scene shop or stage)

**Tools:**
- 25’ Tape measure
- Safety Goggles (proper OSHA rating required)
- Pencil
- Ear Protection
- Small flashlight (for running crew members)

All of the above supplies are available at the campus bookstore.

**SAFETY:** For your crew assignments you will be expected to observe certain safety rules. These include:

- Wear proper clothing.
- Wear ear and eye protection when using power tools.
- Do not use a piece of equipment until you have been checked out on it.
- Follow the safety rules of each machine.
- Use each tool as it was designed.
- Use common sense when working in the theatre.

**Proper Shop & Backstage Attire:** (shop staff reserves the right to send you away if you are not properly attired and you will not receive credit for time spent obtaining the proper clothing. Clothing requirements for the Costume Studio differ. Please see Seth Schrager for specifics)

- Closed –toe shoes (boots or sneakers that enclose the entire foot – required for the scene shop and Annie Russell Stage)
- Hair tied back
- No dangling jewelry
- No skirts or dresses
- Do wear “Grungy” clothing (appropriate for getting dirty)
- Do wear all black clothing for running crew.
**CELL PHONE/TEXTING/SURFING:**
Work in the theatre shops involves tools, equipment and situations that can lead to serious injury or possible death. Complete and undivided attention must be applied at all times during work calls and show technical rehearsals and runs. The use of cell phones for calls, texting or internet surfing while at a work call is strictly prohibited in order to allow everyone to be aware of their surroundings and actions taking place around them.

If a student is found using their cell phone for calls, texting or surfing during their work call crew head, theatre faculty or staff will immediately request the student to put away their phone and compliance is expected. Failure to comply will result in the final grade for the course being lowered by 1/3 for each documented instance. **A failing grade will result after the third instance of cell phone use during a work call!**

Stage Managers are the only student crew members allowed to use their cell phones during work or show calls and only in emergency situations!

**ALCOHOL AND DRUG USE POLICY & WORKPLACE VIOLENCE:**
All faculty, staff and students are bound by the college policies regarding the use of alcohol, drugs and workplace violence. Please refer to the Code Of Community Standards at [http://www.rollins.edu/csr/policies/code.html](http://www.rollins.edu/csr/policies/code.html) for specific information. Certain aspects of theatrical production carry inherent and significant danger(s) to personal safety and the safety of those around you. Therefore a “Zero Tolerance Policy” regarding the use of, or the appearance of being under the influence of, alcohol or drugs during crew call hours; as well as any incident workplace violence shall be in effect for all members of the crew. Any crewmember showing up for a work call under the influence of drugs or alcohol or committing an act of workplace violence will be immediately sent home. The crewmember will be required to meet with the Production Manager, Department Chair and Course Instructor to discuss the violation of policy and, if deemed so warranted, the violation will be reported to Campus Safety as well as the Dean of Students. Students may be “fired” from the crew position and receive a failing grade for the course for alcohol, drug or workplace violence infractions.

**Repeated failure to observe any safety rules will result in a failing grade for the course.**

**ATTENDANCE:**
All students are expected to complete a total of 48 hours of work (40 hours shop or running crew work plus 4 hours for Load-in and 4 hours for Load-out). You are expected to complete the required hours within the allotted dates for production (Jan. 12-Feb. 22, 2015). Those on running crew are expected to attend the crew preview rehearsal; all technical rehearsals, training calls, and all show calls as well as completing hours for Load-in and Load-out. Being late to two calls unexcused or absence from two calls excused or unexcused will result in you being dropped from the course.

**BEING LATE TO A WORK CALL:**
**Load-in and Load-out work calls:** These work calls are set 10 to 15 minutes prior to the beginning of the work session. Please check your specific work call pertaining to your specific crew. Attendance check will begin one to two minutes prior to the beginning of the work call. Anyone showing up after the work call has started will be marked as late. Anyone more than 10 minutes late will be marked as absent. You have the opportunity to return for the afternoon work call and be counted as present and not late. Anyone late to the afternoon work call will be counted as late or absent after 10 minutes into the work call. There will be no makeup hours allowed for being late to any load-in or load-out work call.

**Run Crew Work Calls:** These work calls are set 10 to 15 minutes prior to the beginning of the work session. Please check your specific work call pertaining to your specific crew. You must sign-in on the sign-in board once you have reached the theatre. The Stage Manager will check the sheet regularly and anyone late to call will be marked as such. Anyone showing up 10 minutes late will be marked as absent. You will be sent home. Anyone showing up late to two calls (consecutive or non-consecutive) will be “fired” from their crew position and dropped from the class.
**PLEASE NOTE:** during the production run week, both the scene shop and costume shop will be working modified hours and may be closed during part of the week. You will need to insure that you have acquired sufficient hours prior to the production run week as both shops may not be open to allow you to clock hours.

**GRADING:**

**General Crew Position Grades Rubric:** are based on the total number of hours worked on the production, (90%) your attitude, and your growth during the production process (10%), and Shop Hours (90%).

<table>
<thead>
<tr>
<th>Hours Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>48 hrs. – 47.5 hrs</td>
<td>A</td>
</tr>
<tr>
<td>47.25 hrs. – 46.75 hrs</td>
<td>B</td>
</tr>
<tr>
<td>46.5 hrs – 45.25 hrs</td>
<td>C</td>
</tr>
<tr>
<td>44.75 hrs. – 43.5 hrs.</td>
<td>D</td>
</tr>
<tr>
<td>43.75 hrs. – 0 hrs.</td>
<td>F</td>
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</tbody>
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Attitude & Growth (10%): will follow the guidelines as set forth in the Crew Head Rubric.

**Crew Head Position Grades Rubric:** is based not only on completed hours, but on quality of work and commitment to the success of the production.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=100-93%</td>
<td>Achievement beyond expectation based on initial ability level. Outstanding and truly exceptional work in class.</td>
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<tr>
<td>A-=90-92%</td>
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<tr>
<td>B+=87-89%</td>
<td>Some level of excellence in work for the course. Completion of all work at a high level of quality.</td>
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<tr>
<td>B=83-86%</td>
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<td></td>
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<tr>
<td>B-=80-82%</td>
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<td></td>
</tr>
<tr>
<td>C+=77-79%</td>
<td>Satisfactory completion of most of the work at an acceptable quality of work for the course.</td>
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<tr>
<td>C=73-76%</td>
<td></td>
<td></td>
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<tr>
<td>C-=70-72%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+=67-69%</td>
<td>Unsatisfactory completion of work, poor quality of work for the course.</td>
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<tr>
<td>D=63-66%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-=60-62%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F=59-0%</td>
<td>Most projects left incomplete or undone, extremely poor quality of work for the course</td>
<td></td>
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</tbody>
</table>

Absence from Load In will lower you final grade one letter grade. Absence from Load-out will lower your final grade one letter grade. Make-up hours are not available for missing Load-in or Load-out. Anyone showing up late to load-in or load-out work call or late to one run crew call will have their final grade lowered 1/2 a letter grade.
THE ACADEMIC HONOR CODE

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College, it is the responsibility of all members of the College community to practice it and to report apparent violations.

The following pledge is a binding commitment by the students of Rollins College:

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors and by behaving responsibly, respectfully and honorably in my social life and in my relationships with others.

This pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to all papers, quizzes, tests, lab reports, etc., the following handwritten abbreviated pledge followed by their signature:

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.”

Material submitted electronically should contain the pledge; submission implies signing the pledge.

STUDENTS WITH DISABILITIES

Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The College recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities.

If you are a person with a disability on this campus and anticipate needing any type of academic accommodations in order to participate in your classes, please make timely arrangements by disclosing this disability in writing to the Disability Services Office at (box 2613) - Thomas P. Johnson Student Resource Center, 1000 Holt Ave., Winter Park, FL, 37289. Appointments can be scheduled by calling 407-646-2354 or email: gridgeway@rollins.edu