

**tdps:**theater
dance &
performance
studiesUNIVERSITY
OF CALIFORNIA,
BERKELEY**168 – Technical Theater – Shop Practice****2 unit course****Instructor:** Wil Leggett, Production Manager**Office hours:** by appointment**Office:** 4 Dwinelle **Phone:** 510-642-2042**email:** willegett@berkeley.edu

*The Production Office in 4 Dwinelle is typically open 10-12 and 1-4; appointment recommended.
TDPS Administrative Offices, mailboxes and advising are in 15 Dwinelle.*

Prerequisite: Successful completion of THR 60: Introduction to Technical Theater and Production is required. *Space is limited.* Instructor consent may be given in specific circumstances.

Major Requirement: In addition to an upper division design course, all TDPS majors must fulfill one “run crew” and one “shop” practicum to graduate. THR 168 is intended for students who fulfilled a run crew assignment during THR 60. Completion of THR 168 for 2 units will complete your technical requirement.

Course Description

THR 168 is a course designed to offer credit for practical experience in theatrical production. The TDPS shops are where all of the scenery, costumes, and properties are built for TDPS productions. Students fulfilling hours for THR 168 will work on multiple productions helping to build, paint, and assemble scenery, props or costumes, or to hang lighting, install sound equipment, hang soft goods, move seating, or otherwise configure the theater facilities. In lab groups, you will also work on shop set-up, stock maintenance, and other general theater-facility maintenance duties. Students will be trained in general safety protocol, the use of theater and shop tools and equipment associated to their particular assignment, and methods and techniques of construction, treatment, and installation.

Confirmation of Assignment

You must **confirm** your lab assignment online via the TDPS Callboard and enroll two units of THR 168, before your lab assignment will be considered confirmed and before you commence work in any TDPS venue. NO LAB position is guaranteed, unless your confirmation is complete.

Students enrolled in THR 168 will also be required to access the UC Learning Center in order to get credit for a mandatory training administered by the office of Environment, Health & Safety (EHS). To do this, simply visit the following link and login once with your CalNet ID. This will automatically generate an account for your ID and ensure that you receive credit for the Personnel Lift training that is part of this course.

<http://ehs.berkeley.edu/training/uc-learning-center-access>

Learning Objectives

For each shop, students will gain an understanding of positions and responsibilities, be able to identify primary tools, equipment and materials and gain proficiency in use of tools, equipment and practical skills related to assigned duties. Students will learn how to identify hazards in the workplace, determine when to use personal protective equipment and the process of using plans and designs to create scenery, costume or lighting as part of a theatrical production.

After this course, students are expected to have a broad understanding of the function of each shop and at least rudimentary skills executing associated tasks, sufficient to prepare the student for continued study of the subject matter and/or understanding of how the shop and its work fits into the larger context of creating live theater.

Competencies/Skills/Knowledge students be expected to demonstrate at the end of the course:

- *Scenery lab students will be able to identify common hazards which exist within the shop and the theater with suggestions as to how to mitigate the hazard based on common best practices. They will be able to identify a majority of the tools used in the scenery shops and demonstrate a proficiency in at least five different tools. Students will understand basic concepts about scenery construction and the build process (build, load-in, strike).*
- *Lighting lab students will gain understanding of electrical and fall safety, be able to identify tools and equipment related to lighting and sound and learn lighting terminology. They will gain basic electrical experience including wiring and testing. Students will learn participate in the process of hanging, focusing and circuiting lighting for theatrical productions becoming familiar with lighting instruments and paperwork and set up of basic audio systems including headsets for theater communication.*
- *Costume lab students will become familiar with the costuming process from receiving a design, to building, pulling, altering and renting a costume as well as costume storage and maintenance. Through working on shows and personal projects, students will become proficient in hand stitching, working with an industrial iron and will learn the basics of using a sewing machine. Students will be able to identify costuming tools and machines and have a basic knowledge of their safe use. They will become familiar with finding, fitting and altering items from a very large and diverse set of existing costumes.*

Methods of Instruction: Students will learn through live demonstration, written instructions, video demonstration and hands-on tasks both individually and in teams of two or more. Emphasis is placed on understanding concepts and practical skill-building.

Schedule

THR 168 is an hour-based practicum. All labs require **75 hours** of work between 28 August and 01 December:

Lab 1	MW 2-5	Scene Shop	Ben Motter	642-1784, bmotter@berkeley.edu
Lab 2	TTH 2-5	Scene Shop	same as above	
Lab 3	WF 2-5	Lighting & Sound	Eugene Palmer	642-8675, eugp@berkeley.edu
Lab 4	TTH 2-5	Lighting & Sound	same as above	
Lab 5	MW 2-5	Costume Shop	Wendy Sparks-Rehl	642-3820, wendy_s@berkeley.edu
Lab 6	TTH 2-5	Costume Shop	same as above	

Attendance and Tardiness

Students are expected to regularly work 6 hours per week following the schedule for their specific lab. Shop Supervisors may exercise discretion with regard to shop schedules and may choose to close a shop or end a session early and still provide hour credit to lab students. Failure to complete the total number of hours required for the units will result in a failing grade. Falling behind early in the semester will likely result in a failing grade. The shop schedule for the semester has already accounted for holidays.

All lab hours must be completed by **noon on the last day of scheduled instruction**. It is the responsibility of the student to ensure that hours worked are recorded; each shop maintains their own method of timekeeping. **If you neglect to record your time, it is your responsibility to correct the error with your crew supervisor before the deadline. There are NO exceptions to this deadline.** *Up to 6 missed hours, due to any absence from scheduled lab time, can be made-up ONLY at the discretion of the Shop Supervisor and are not guaranteed.*

Lab sessions begin promptly at 2:10PM allowing the standard Cal grace period for students coming from other classes. Arriving to a lab after 2:10 without prior consent of the shop supervisor constitutes being tardy. Prior consent consists of affirmative email contact with your shop supervisor a minimum of 1 hour prior to your lab time.

Illness or family emergencies that may prevent you from attending your scheduled lab, must be communicated to your shop supervisor by email *prior to start of your lab*.

Participation

The nature of work in TDPS shops requires full participation from all lab students. Unlike a lecture course in which it may be possible to read or obtain notes for missed material, it may not be possible to make up a missed lab session. Successful participation includes:

- arriving on time, in appropriate attire, ready to work
- maintaining willingness to experience and apply new ideas and approaches, and learn new skills
- maintaining a mature, responsible attitude towards fellow students and shop staff
- being proactive in seeking assistance when needed or seeking new tasks when idle

Shop Decorum

TDPS shops are often fun, exciting places to be. In spite of the social nature of the work and the camaraderie that develops, shops are also filled with hazards and the work must be completed safely and on schedule.

Come dressed to work! *If you arrive to your lab without proper attire, you will be asked to leave and marked absent/unexcused.* Please wear clothing that is safe and comfortable to work in. You may be using tools and equipment, painting, dying, using ladders and lifts, or handling equipment. Shops and theaters are construction sites - expect to get dirty! Depending on your assigned duties, you may be required to use personal protective equipment, which will be provided. (PPE: gloves, safety glasses, earplugs, etc.) Lockers are available for your use and may be signed out with the Stage Door Guard.

- shoes should be comfortable lace-up walking shoes/sneakers or work boots
- open-toed shoes, flats, sandals, etc are not acceptable, even in the costume shop
- pants are recommended, preferably with pockets for carrying tools
- skirts are not permitted
- you may be asked to remove jewelry or tie hair back for safety purposes

You are required to bring a notebook and pen or pencil to all calls so that you can take notes.

Consumption of food is not permitted in the shops or theaters during lab. Closed water bottles are permitted in designated areas.

Please turn off cell phones/and or refrain from their use during lab time. Personal electronic devices may be used on breaks.

Grading Procedures

This course receives a letter grade. (For THR 60, this crew comprises 25% of your grade.)

Attendance and Participation comprise 50% of your grade.

- absence from a lab session without prior arrangement reduces your grade by **3** points
- tardiness to a lab session without prior arrangement reduces your grade by **1** point
- *lost points for unexcused tardiness or absence cannot be restored*
- students must complete all 75 hours of lab work to pass this course; failure to complete the hours will result in a failing grade

The remaining 50% of your grade is comprised of different modules depending upon your shop. Each shop has five modules worth 10% each.

SCENERY

Module 1: Risk assessment / safety worksheet (tools to identify hazards and mitigate them)

Module 2: Identification of commonly used tools (from construction and paint shops) and their purposes

Module 3: Identification of common materials (from construction and paint shops) and their purposes

Module 4: Demonstrate proficiency operating a tool from each of five categories.

Module 5: Simple end of semester project

LIGHTING

Module 1: Electrical and fall safety, terminology, equipment and tool identification

Module 2: Production support, Intercom, audio, tech tables, light board touch

Module 3: Lighting plots, instrument types, hanging positions, circuiting

Module 4: Instrument deep dive, types, accessories, addressing, focussing, color

Module 5: Wiring, build a connector, basic electrical testing

COSTUMES

Module 1: Hand Sewing Sampler: hand stitches and hardware application

Module 2: Measurements, pulling garments from storage, basic fitting, re-filing garments

Module 3: Garment modification ie; hemming, trimming, additions and removals

Module 4: Machine Sewing Sampler: threading the machine, making bobbins, assorted seams.

Module 5: Terminology, equipment and tool identification

Extra Credit/Make up hours:

At the discretion of shop supervisors, up to 6 hours may be made available to make up lost time, though make-up hours do not restore points lost for unexcused absence or tardiness. Projects may also be available to earn extra points, again at the discretion of shop supervisors.

Incompletes

In compliance with UC policy, an Incomplete will NOT be given for a failure to complete hours required for your unit(s), or a failure to comply with timekeeping procedures of your crew or shop unless that failure is due to extenuating circumstances such as a serious injury or illness.

Safety & Emergency Preparedness

Safety is our first priority in all TDPS activities. Please be aware of and follow these basic safety guidelines:

- Use common sense. If something seems unsafe, speak with a TDPS staff member.
- During the course of the semester you will be trained in many activities and protocols. Do not perform any task or operate ANY tool or equipment for which you have not received prior instruction from TDPS staff.
- Please report any hazards immediately to a TDPS staff person.
- Please report any injury immediately
- If you are unsure about something, ASK!

Students are obligated to adhere to all safety guidelines and procedures established within each shop or venue. Failure to do so constitutes grounds for action up to and including dismissal from the course.

Statement on Accommodations

TDPS strives to be an equal opportunity learning environment though can only provide official academic accommodations to students registered with the Disabled Students Program (DSP) and can only provide the particular accommodations stipulated in the DSP accommodation letter. If you need accommodations for any physical, psychological, or learning disability, please register with DSP immediately and then confirm that official notification of your accommodation needs has been received in the Production Office and communicated to your shop supervisor.

Disabled Students' Program

Phone: 510.642.0518 (voice), 510.642.6376 (TDD)

Website: dsp.berkeley.edu/dspServices.html

In compliance with UC policy, the department will attempt to make reasonable accommodation for students' religious beliefs, observations, and practices. Students should address such needs or concerns at the earliest possible point in the semester to ensure that an accommodation can be made.

Disclaimer

Details of this syllabus and schedule are schedule subject to change in accommodation of extenuating circumstances related to department productions.

Failure to abide by the terms of these policies, including unexcused absences, tardiness, arriving to a work call inappropriately dressed, and inappropriate or unsafe behavior will result in dismissal from the lab, and subsequent failure of the unit(s).