

OXFORD COLLEGE OF EMORY UNIVERSITY  
DEPARTMENT OF HUMANITIES  
**THEA OX 389R – 02A1 (4785) Special Topics in Theatre**  
SPRING 2018: Monday/Wednesday 2:30pm – 4:10pm  
Tarbutton Theater  
CLASS WEBSITE: **Canvas**

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**Instructor:** Visiting Lecturer PAMELA JOYCE

**Email:** Through Canvas email ONLY

**Secondary Email:** [pam.joyce@emory.edu](mailto:pam.joyce@emory.edu) (This email is for emergencies only. Questions about assignments or the class should be handled through the primary email on Canvas and will not be acknowledged from this secondary email. Assignments turned in through this secondary email will NOT be accepted.)

**Office Hours:** Few Hall 104. **Mon & Wed 1:00 – 2:00pm or by appointment.** Please email me in canvas to schedule an appointment.

**Office Phone:** (770) 784-8370

**Division Information:**

Humanities Office: Humanities Hall; Phone: 770-784-8466

Humanities Administrative Assistant: Melissa Shrader

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**REQUIRED TEXTS & MATERIALS:**

- Carver, Rita Kogler. *Stagecraft fundamentals a guide and reference for theatrical production: Guide and reference for theatrical production*. Burlington, MA: Focal Press, 2013. (online access through library – there are two versions, be sure to access the 2013 version and not the 2009)
- Treem, Sarah. *When We Were Young and Unafraid*.

**COURSE DESCRIPTION**

Theatre 389 is an introduction to the basic skills and procedures used to realize designs for the theater. We will cover theatre architecture, elements of design and composition, design techniques, collaboration, and technical theater terminology.

**REQUIRED OUT-OF-CLASS PERFORMANCE EVENTS**

In addition to purchasing the required texts for this course, I am requiring you to purchase tickets and attend **THREE** live performance events. One of these performances is the on-campus performance of *Sense & Sensibility* in March (Tickets \$5). The other performances will be off campus, details forthcoming. Think of these events as “living textbooks” for the class. If your schedule or budget constraints do not allow you to attend this outside experience, you should drop the class and take it another semester when you have more flexibility. Tickets to *Sense & Sensibility* are NOT free. You are responsible for purchasing your own ticket, which will be on sale in the dining hall the week before the show as well as at the door (as long as the performance is not sold out).

**CLASS REQUIREMENTS**

This is an experiential course. Participation in all classroom exercises and activities is essential. Attendance, therefore, is mandatory. Participation includes

- Regular, prompt attendance and engaged, active presence in class. See below for policy.
- Attendance at three live theatre productions as detailed above
- Active participation in all class assignments, exercises, **discussions**, and group work
- Readings of plays and handouts on canvas
- Design for Drama Guild’s Hearing Voices performance. **You will have techs, rehearsals and meetings with your group outside of class time to complete this project.**

## GRADING

With regard to grading, I make every effort to evaluate and return your work in a timely manner. Generally, you may expect me to return graded assignments within two weeks of submission. If you have questions about an evaluation of your work or wish further feedback from me, please email me to make an appointment or come by my office hours. Scores are posted in the GRADES section of canvas as assignments are graded. You are strongly encouraged to monitor your scores and bring any questions or discrepancies to my attention in a timely manner (i.e. within two weeks of receiving the grade in Canvas). Do not wait until the end of the semester to check your scores.

GRADING		
Assignments	POINTS	% FINAL GRADE
<b>Presence/Participation</b>	<b>65</b>	<b>13%</b>
Class Participation – 1 <sup>st</sup> half semester	20	
Class Participation – 2nd half semester	20	
Attendance	25	
<b>Reading/Homework Journal (12 entries 10pts each)</b>	<b>120</b>	<b>24%</b>
<b>Required Events</b>	<b>25</b>	<b>5%</b>
<i>Sense &amp; Sensibility</i> Attendance	10	
<i>Sense &amp; Sensibility</i> -In Class Discussion	15	
<b>Design Work</b>	<b>140</b>	<b>28%</b>
Scenery Image Research	20	
Set Model	40	
Costume Image Research	20	
Costume Renderings	30	
Sound assignment	15	
Stage management assignment	15	
<b>Hearing Voices Design</b>	<b>120</b>	<b>24%</b>
Planning & Organization	40	
Final Group Individual Contribution	40	
Final Performance	40	
<b>Final Project/Paper</b>	<b>30</b>	<b>6%</b>
	30	
<b>Total</b>	<b>500 points</b>	<b>100%</b>

### Final grade breakdown for points earned:

A+, A, A- = 500 - 450 points

C+, C, C- = 399 - 350 points

F = 299 >

B+, B, B- = 449 – 400 points

D+, D, D- = 349 - 300 points

## ACADEMIC SUPPORT & STUDENT RESOURCES

**The Office of Accessibility Services (OAS)** works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, please contact the OAS and complete the registration process. Faculty may not legally provide you with accommodations until an accommodation letter has been processed and discussed with them; accommodations do not start until this point and are not retroactive. Students registered with OAS who receive a letter outlining specific academic accommodations are thus strongly encouraged to immediately coordinate a meeting with their professors to discuss a protocol to implement accommodations that will (or may) be needed over the course of the semester. This meeting should occur as early in the term as possible. Contact Megan Bohinc in OAS for more information at (770) 784-4690 or oas\_oxford@emory.edu or go to <http://equityandinclusion.emory.edu/>

**The Writing Center—is here to HELP you!** The Writing Center helps students in all majors improve their writing. Experienced, friendly writing assistants help with topic development, revision, research, documentation, grammar, and more. For more information or to make an appointment, visit <https://oxford.mywconline.com> or stop by the 2<sup>nd</sup> Floor of the Oxford Library. Open 3-11pm Sunday – Thursday.

**Counseling and Career Services (CCS):** If you need help developing insights and skills to apply to the many dimensions and stresses of college life visit CCS at Murdy Hall, Moore Street Entrance. You may also contact CCS at 770-784-8394.

## **CLASS POLICIES**

### **Late and Missed Assignments**

Assignments on canvas are due 30 minutes before class. See course schedule in this syllabus for times when these assignments open and close. Late assignments will be marked down one letter grade per class that they are late. Assignments handed in after class on the same day are still considered late. If you are submitting something through canvas and do not make the deadline (FOR WHATEVER REASON), do not email me your assignment. The assignment box remains open for several days past the deadline. You may still submit it in the assignments box on canvas, which will mark it late automatically.

**NOTE:** I do not accept computer issues as an excuse for late work but if an issue does arise, email me IMMEDIATELY (from another computer if your email is down) and describe the issue you are having and what you are doing to resolve it (i.e. contacting IT). Include your case number with IT's response email to you as proof. It is at my discretion to accept late assignments for technology issues. Issues experienced within the last few hours of the deadline do not inspire beneficence on my part.

### **Make-Up Assignments**

There will be no make-up assignments given without written documentation of serious illness, electronic meltdown, or family emergency. There are no make up assignments for events such as interviews on the Atlanta campus – for these you must schedule accordingly AND KEEP IN MIND THE SHUTTLE TIMES BEFORE SCHEDULING YOUR INTERVIEWS.

### **Extra Credit**

There are a few opportunities to earn extra credit in this course. You may attend a theatre performance on the Atlanta Emory Campus or one of the student theatre productions at Oxford. Save your ticket, program and take a selfie with the scenery in the background. Don't take pictures during the show!!! Take selfies before or after the performance. After the performance, write a brief response (350-500 words) about your favorite moment. Why did you like that moment? Describe the acting, costuming, scenery, lighting and sound in that moment. Each extra credit performance is worth 15 points. You may earn a maximum of 30 extra-credit points in this class.

### **Presence & Participation**

As I stated on page one: our learning is *collective* and *collaborative*. Thus our time together represents not only an opportunity, but also an *obligation* to ask questions, to share our insights, and to receive classmates with open minds. So...I expect you to come to class on time with a passion to learn, to investigate, to question the material, each other, and yourselves. Your participation grade represents not just that you show up and listen but that you engage and share your thoughts in class.

### **Attendance Policy**

This course requires active and informed engagement both inside and outside of class. Missing class will seriously damage the potential rewards for you and your peers. **You are allowed two absences** – no questions asked. Use them wisely. Each absence beyond the two “freebies” will lower your final grade in the class significantly. Your third absence will result in a 1/2 letter grade deduction (25 pts). Each additional absence will result in a full letter grade deduction. With SIX absences, you fail the course. The only approved absences are those that are due to a University sanctioned event—for these, you must secure my approval at

least 2 weeks in advance. Arriving tardy to class or leaving early is equivalent to 1/2 of an absence. Falling asleep, showing up ill-prepared, checking out with electronic devices, or demonstrating other “absent” behaviors will count as a deduction in your participation grade.

The break down of point deductions for absences looks like this:

0-2 Absences – no point deduction	5 <sup>th</sup> Absence – minus 125 pts
3 <sup>rd</sup> Absence – minus 25 pts (1/2 letter grade)	6 <sup>th</sup> Absence (for any reason) you fail the course.
4 <sup>th</sup> Absence – minus 75 pts	

Class begins promptly at 2:30pm. I take attendance by 2:35pm. Students who arrive after are considered Tardy. Students who arrive more than 15 minutes late will be considered absent.

If you must miss class due to a verifiable medical or family emergency, please contact me in advance or, at the very most, within 24 hours to alert me and make arrangements to turn in late work. Also, in the event of an absence, you are responsible for getting information you missed from another student. Asking me "did I miss anything?" does not inspire good will on my part. Trust me, you missed something. In accordance with University policy, I allow absences for religious observance, if cleared well in advance. In order to have such an absence cleared, you must notify me by **Thursday, February 8<sup>th</sup>**. If you need guidance negotiating your needs related to a religious holiday, the College Chaplain, Rev. Lyn Pace, [ppace@emory.edu](mailto:ppace@emory.edu), Candler Hall 202, is willing and available to help. \*\*Please be aware that Rev. Pace is not tasked with excusing students from classes or writing excuses for students to take to their professors. An officially-recognized list of religious holidays for Emory exists, and that list can be found at: [http://www.religiouslife.emory.edu/faith\\_traditions/holidays.html](http://www.religiouslife.emory.edu/faith_traditions/holidays.html)

#### **Food:**

There is no food or drink (besides water) allowed in the theatre. I realize that sometimes class schedules do not allow for the normal 12-1pm lunch break. The dining hall is open from 11am until 3pm for lunch. Plan accordingly. You may need to “snack” between classes until you have time to eat a full meal. Take care of yourself and if you need a place to store your “to go” lunch during class, please ask.

**Electronics:** There is a no-electronics policy for this class unless we are using them for an assignment. That includes cell phones, laptops and any other electronic devices unless required for a specific assignment, which is noted in the syllabus. If you require a laptop for note taking due to special circumstances, you must first clear this with me in writing. **Recording and/or postings of recordings on Social Media are prohibited without the prior consent of those being recorded.**

#### **UNIVERSITY POLICIES**

**Human Relations Position Statement:** Emory is an educational community comprised of individuals from different ethnic, racial and religious groups and of different genders, political beliefs, ages, abilities and sexual orientations. In light of this diversity, Emory is resolved to contribute to the development of an integrated, pluralistic society in which individuals model and support humaneness and respect for the individual. The University is committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism, and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Emory is dedicated to creating an environment that cherishes and nourishes this diversity.

Oxford College of Emory University’s ideals of inclusivity require that we foster an environment where people of diverse backgrounds, identities, abilities, and ideologies are affirmed, respected, and seen as a source of strength; where we strive to learn together, and ultimately thrive communally. If we at all fail to support these ideals, then we encourage discussion towards improvement, and we hope that this statement affirms

your right to seek those discussions via dialogue with faculty, staff, your peers, and the use of the “Speak Up!” system when needed.

#### Emory Statement on Civil Discourse:

We believe the manner in which we interact with each other is critical to cultivating and maintaining a meaningful and effective intellectual environment. We encourage a climate of respect and inclusiveness that welcomes and embraces community members with diverse backgrounds and life experiences. We deliberately seek multiple perspectives and support the free and open exchange of ideas and civil discourse. We affirm the inherent dignity in all of us and we strive to maintain a climate of justice marked by respect for each other. Our community can only continue to thrive when we approach each conversation with an open mind and when each member can contribute fully.

**Emory Student Honor Code:** All students are responsible for knowing the information, policies and procedures outlined in the Student Honor Code found online <http://oxford.emory.edu/catalog/regulations/honor-code.html>

#### **Academic Integrity:**

Completing college with academic integrity sets the foundation for a principled life. There are many forms of plagiarism, so make sure that before you submit your essay you proofread carefully. Consult the Writing Center (info above) when in doubt. The most common forms of plagiarism are:

- Quoting, paraphrasing, or summarizing a passage from elsewhere and then inserting your own words into or around it, without giving an accurate reference.
- Duplicating a passage from elsewhere without putting it in quotation marks. (It is still plagiarism to do this, even if you give a reference to where the passage originated.)
- Submitting the work of another student as your own
- Self-plagiarizing: submitting work for this class that you have submitted in another class (either one that you took prior to this class or one that you are taking concurrently with this class) without securing written permission for that submission in advance from your professor.

**Enforcement:** This policy is strictly enforced. Please note: *I reserve the right to select any paper and/or assignment turned in for a grade for plagiarism review. Plagiarism review consists of running your paper/assignment through various search engines and databases at my disposal in order to check for “borrowed” or “bought” information. Students will be required to use TurnItIn.Com to have their papers reviewed for plagiarism.* If you are found in violation of academic integrity, then you will be subject to the enforcement policies and procedures, as outlined by the University.

#### **Dismissal from a Class Session for Disruptive Behavior**

If a student exhibits rude, immature, or disruptive behavior during a specific class session, and does not follow direct instructions to change the behavior, an instructor may ask the student to leave that particular class, lab, advising, or other academic session wherein the behavior is occurring. In such instances, the instructor may count the student absent for that session, and the absence may impact the student’s final course grade according to terms set forth in the syllabus regarding absences.

#### **Removal (Permanent) from a Course for Disruptive Behavior**

An instructor may request to permanently remove a student from a course for extreme disruptive behavior. In such cases, the instructor must first provide the Senior Associate Dean for Academic Affairs with a description of the disruptive behavior, and specific guidelines for improvement. The Senior Associate Dean will issue an official, written, warning with expectations for moving forward. The Senior Associate Dean may also remove the student from the course immediately. If the Senior Associate Dean does not immediately dismiss the student, and the student continues the disruptive behavior, the faculty member will notify the Senior Associate Dean and the student will be removed from the course. Students removed from a course for disruptive behavior will receive a final course grade of WF (withdraw failing), which will be calculated into the cumulative GPA as a grade of F.

If course dis-enrollment results in a student's total course load dropping below 12 credit hours, the student may lose housing privileges. If a student's housing privileges are revoked, the student must make alternative housing arrangements within 48 hours of being notified to do so by the Director of Residential Education & Services (or designee) to move out.

Students should be made aware that 64 academic credit hours, plus two one-hour physical education courses must be completed, with a cumulative GPA of 2.0, in order to graduate. The corresponding course load across four semesters to achieve 66 total hours is two semesters at 16 hours, and two semesters at 17 hours. Being removed from a course for disruptive behavior may thus impact on-time graduation, and may necessitate a student's returning for a fifth semester. Students may not enroll for a sixth semester except by petition. International students on F-1 visas who are dis-enrolled from a course, and who drop below 12 hours as a result, may face difficulty keeping the F-1 visa.

Students should also be made aware that any grade of W or WF, including one for administrative course removal, will count against a student's attempted credit hours for financial aid purposes (Satisfactory Academic Process, or SAP).

If a student is removed from a second course for disruptive behavior, the situation will also be referred to the Dean of Academic Affairs, who may immediately suspend the student from the College and require that he or she sit out for a minimum of one full semester. The Dean of Academic Affairs may also permanently expel a student.

#### **Final Exams and Exam Changes**

Students must obtain the permission of the Senior Associate Dean of academic affairs to take a final exam earlier or later than scheduled. Permission is normally granted for documented family emergencies, documented medical reasons, or for participation in educational programs. Permission will also be granted for students scheduled to take three exams on a single calendar day (not three exams within a general twenty-four-hour period). Students with three exams on one calendar day must document their situation with the associate dean for academic affairs no later than 5:00 p.m. on Reading Day. Students in this situation will be granted permission to work with one of their instructors to arrange to take one of their exams at an alternate date and time within the official exam week. Leaving early for rides or flights, vacations, relatives' or friends' weddings or graduations, jobs, or having two exams on one day, and other situations, are not considered valid reasons to request an earlier or later exam.

## THEA 389R Joyce - COURSE SCHEDULE: SPRING 2018

NOTE: This class schedule is subject to change at the discretion of the instructor. I will announce any changes in class or post them on Canvas so please check Canvas daily. Items in Black are class lectures and assignments. Items in Red are important notes or required attendance.

DATE	Topic/Assignment Due
W 1/17	Welcome to THEA 389
M 1/22	Introduction to stagecraft, tour of the theater & intro to journal assignment (HW) read Chapter 1 and <i>When We Were Young and Unafraid</i> ,
W 1/24	<b>LAST DAY FOR CHANGING COURSES</b> SCENERY: History & architecture (HW) Read Ch 6-9 and <i>When We Were Young and Unafraid</i> , complete journal entry 1
M 1/29	Scene Shop work day DRESS APPROPRIATELY (HW) Finish reading <i>When We Were Young and Unafraid</i> , read Ch 2 <b>ASSIGNMENT DUE: Journal entry 1</b>
W 1/31	Scene Shop work day DRESS APPROPRIATELY (HW) Finish reading <i>When We Were Young and Unafraid</i> and Ch 2, complete journal entry 2
M 2/5	Chapter 2 & Scenery: <i>When We Were Young and Unafraid</i> , Intro to research assignment & concept (HW) Gather image research, create concept statement, read Ch 3 <b>ASSIGNMENT DUE: Journal entry 2</b>
W 2/7	Function of design: Scenery composition & work day (present progress at end of class) (HW) Complete image research and concept statement, read Ch 4, complete journal entry 3
M 2/12	Research presentations and White model (HW) Read Ch 5 <b>ASSIGNMENT DUE: Journal entry 3</b> <b>ASSIGNMENT DUE: Image research (collage board)</b>
W 2/14	Ch 5 & White Model Work day & Floor Plans (HW) complete journal entry 4, continue work on models
M 2/19	White Model Work day & Floor Plans (HW) work on model, read Ch 10 & 11 <b>ASSIGNMENT DUE: Journal entry 4</b>
W 2/21	Lighting: work day in Tarbutton (HW) complete journal entry 5, complete models
M 2/26	Model presentation & Costume (HW) complete costume research <b>ASSIGNMENT DUE: Journal entry 5</b> <b>ASSIGNMENT DUE: Set Models</b>
W 2/28	Research presentations & Costume Renderings (HW) complete costume designs and renderings. Stage management, complete journal entry 6 <b>ASSIGNMENT DUE: Image research (collage board)</b>
<b>3/1 - 3/3</b>	<b>REQUIRED PERFORMANCE (On-Campus): <i>Sense &amp; Sensibility</i> by Kate Hamill adapted from the Jane Austen novel of the same name. Friday &amp; Saturday at 7:30pm. Tarbutton Theatre</b>
M 3/5	Design: Sound (BRING YOUR LAPTOPS AND HEADPHONES TO CLASS THIS DAY). (HW) Complete sound design homework <b>ASSIGNMENT DUE: Journal entry 6</b> <b>ASSIGNMENT DUE: Costume Renderings</b>
W 3/7	TBD (HW) complete journal entry 7 <b>ASSIGNMENT DUE: Sound homework</b>
<b>FRI 3/9</b>	<b>LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY</b>
M 3/12	SPRING BREAK – NO CLASS
W 3/14	SPRING BREAK – NO CLASS

M 3/19	Stage Management (HW) finish Stage Management assignment <b>ASSIGNMENT DUE: Journal entry 7</b>
W 3/21	Collaboration (HW) complete journal entry 8 <b>ASSIGNMENT DUE: Stage Management assignment</b>
M 3/26	Realism vs Theatricalism & Sight specific work <b>ASSIGNMENT DUE: Journal entry 8</b>
W 3/28	Work day (HW) complete journal entry 9
M 4/2	Work day <b>ASSIGNMENT DUE: Journal entry 9</b>
W 4/4	Work day (HW) complete journal entry 10
<b>FRI 4/6</b>	<b>LAST DAY FOR ONE-TIME FRESHMAN WITHDRAWAL</b>
M 4/9	Work day <b>ASSIGNMENT DUE: Journal entry 10</b>
W 4/11	Work day (HW) complete journal entry 11
M 4/16	Work day <b>ASSIGNMENT DUE: Journal entry 11</b>
W 4/18	Final project designs due (HW) complete journal entry 12 <b>ASSIGNMENT DUE: Final designs</b>
M 4/23	<b>WORK DAY &amp; TECH DURING THIS WEEK YOU WILL BE REQUIRED TO ATTEND TECH FOR HEARING VOICES</b> <b>ASSIGNMENT DUE: Journal entry 12</b>
W 4/25	<b>WORK DAY &amp; TECH DURING THIS WEEK YOU WILL BE REQUIRED TO ATTEND TECH FOR HEARING VOICES</b> (HW) Complete Journals
M 4/30	LAST DAY OF CLASS – Celebration and wrap up <b>ASSIGNMENT DUE: Journals</b>
FRI 5/4 9:00-12:00PM	<b>EXAM FINAL PRESENTATIONS</b> <b>NOTE: EXAM PERIOD STARTS AT 9AM (not 2:30PM)</b>