

DUKE ELLINGTON SCHOOL OF THE ARTS  
TECHNICAL DESIGN & PRODUCTION DEPARTMENT

**PRODUCTION LABS**

**(Technical Production I - IV, Theatre Operations I - III , and Theater Operations)**

Instructors: TDP Faculty and Staff

**COURSE DESCRIPTIONS**

**Technical Production I (TP1)**

In this course students will be introduced to the terms, tools and materials needed to work safely in the highly specialized world of technical production. Students will also be introduced to the areas of scenic, lighting, sound, and costume construction. Students will learn how these areas relate to the various theatrical forms and venues, learning the history of early technical practices and how they relate to modern techniques. Students can expect to acquire a general understanding of basic technical production practices. This course is restricted to Duke Ellington School of the Arts.

**Technical Production II (TP2)**

Designed to focus on merging technical skills with the design aesthetic of theatre. Students will develop sensitivity to the creative and collaborative process of technical production. Students will begin engaging in professional workshops with industry professionals in all areas of theatrical design & production. This course is restricted to Duke Ellington School of the Arts.

**Technical Production III (TP32)**

In this hands-on course, students apply learned skills in the construction of scenery, properties, and costumes. Students will be taught the maintenance, setup and operation of sound, lighting, costume, rigging, projection, and theatre equipment. With departmental approval, students will be given the opportunity to choose an area of concentrated study. This course is restricted to Duke Ellington School of the Arts.

**Technical Production IV (TP4)**

Leadership is the focus of this section. Students will be taught techniques of leadership in their respective concentrations of study; costumes, lighting, sound, and scenic design. Students will be graded on their ability to lead a group of their classmates and peers on projects and shows. This course is restricted to Duke Ellington School of the Arts.

**Theatre Operations I (TO1)**

A lab performance course, students will work hands-on in all areas of technical theatre scenic, lighting, sound, and costumes. Students will work on pre-production, running crew, and load out of various school productions, special programs, and outside rentals. Students will rely heavily on their personal tools (see departmental handbook) and the skills learned in the technical theatre courses. All subsequent Theatre Operations courses will continue to build on the foundation of skills taught in this course, and students will be given increased responsibility with each production. This course is restricted to Duke Ellington School of the Arts.

**Theatre Operations II (TO2)**

A lab performance course, students will work hands-on in all areas of technical theatre scenic, lighting, sound, costumes, and management. Front of house operations will be introduced and performed. Students will work on pre-production, running crew, and load out of various school productions, special programs, and outside rentals. Students will rely heavily on their personal tools (see departmental handbook) and the skills learned in the technical theatre courses. All subsequent Theatre Operations courses will continue to build on the foundation of skills taught in

this course, and students will be given increased responsibility with each production. This course is restricted to Duke Ellington School of the Arts.

### **Theatre Operations III (TO3)**

A lab performance course, students will work hands on in all areas of technical theatre scenic, lighting, sound, costumes, and management. Front of house operations will be introduced and performed. Students will work on pre-production, running crew, and load out of various school productions, special programs, and outside rentals. Students will rely heavily on their personal tools (see departmental handbook) and the skills learned in the technical theatre courses. This course is restricted to Duke Ellington School of the Arts.

### **Theater Operations (QTF)**

This is an optional course in the Duke Ellington Technical Theater career pathway sequence. This sequence of courses prepares students for a career in theater operations in the technical theater industry. Students will complete a professional portfolio that includes scenic design, lighting, and audio visual design.

## **COURSE OUTCOMES and OBJECTIVES**

At the end of the school year, the student would have developed an appreciation for various technical areas of live production; understand the day to day operations and the collaborative process of a theater from pre-production through post production.

## **METHOD of INSTRUCTION**

These lab courses require students to work hands on in all areas of technical theatre to include but not limited to: lighting, sound, scenic, costumes and management. Students will work on pre-production, running crew, load-out, and restoring the facility for various school productions, special programs, and partnerships. Students will utilize their personal tools and skills learned in various technical design and production classes. All subsequent lab classes build upon the foundation and skills taught in the previous lab. The objective is for the student to be given increased responsibility with each production.

## **LAB POLICY and PROCEDURES**

(See Departmental Handbook for required materials and dress code.)

## **COURSE REQUIREMENTS/GRADING**

**Participation** (10%). This includes dress code, punctuality; professionalism/respect; and attentiveness.

**Practice & Application** (Total 50%). This includes commitment and willingness to work; completion of tasks; application of appropriate industry terminology; and application of learned skills.

**Assessments** (Total 40%). Assessments are the application of behaviors and skills regarding production responsibilities during technical rehearsals and performances.

## **GRADING SCALE (Participation and Practice & Application)**

### EVALUATION or POINT SYSTEM

<b>A+</b>	<b>5 pts</b>	Exceptional	Earning an "A+" means the student has exceeded advanced understanding and exceeds assignment and project expectations, demonstrating academically superior skills and innovation in that specific area.
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<b>A</b>	<b>4 pts</b>	Excellent	Earning an “A” means the student has exhibited advanced understanding and exceeds assignment and project expectations, demonstrating academically superior skills in that specific area. An “A” is difficult to obtain and indicates unusually high achievement.
<b>B</b>	<b>3 pts</b>	Very Good	Earning a “B” means the student has exhibited proficient understanding and meets assignment and project expectations. A student receiving a “B” is right on track with the courses high academic expectations. A “B” is something to be celebrated!
<b>C</b>	<b>2 pts</b>	Good / Satisfactory / Ok	Earning a “C” means the student has exhibited basic understanding and partially meets assignment and project expectations. A student receiving a “C” understands the basic concept or skill, but has not yet reached the proficient level.
<b>D</b>	<b>1 pt</b>	Unsatisfactory	Earning a “D” means the student has exhibited minimal understanding and does not meet assignment and project expectations.
<b>F</b>	<b>0 pts</b>	Unacceptable	Earning a “F” means the student has failed to exhibit minimal understanding and does not meet assignment and project expectations.

### GRADING RUBRIC (Assessments)

CRITERIA	<b>A Excellent (5pts.)</b>	<b>B Exceeds Requirements (4pts.)</b>	<b>C Meets Requirements (3pts.)</b>	<b>D Performs Below Required Expectations (2pts.)</b>	<b>F Failed to Meet Requirements (1pt.)</b>
<b>Punctuality</b>	Consistently arrived 15 min. early for a work/show call & working or ready to work.	Arrives 5 min. early for a work/show call & ready to work	Arrives right at work/show call barely ready to begin work.	Arrives 5 min. late to call with notification to instructor & crew lead.	More than 5 min. late for a call or absent. No notification which is equal to an absence.
<b>Commitment/ Willingness to work:</b> <ul style="list-style-type: none"> <li>▪ At job site before/at call time.</li> <li>▪ At job site for the full scheduled time.</li> <li>▪ Dressed appropriately for work.</li> <li>▪ Brings tools needed for the job.</li> <li>▪ Follows chain of command.</li> </ul>	Meets 5 out of 5 points	Meets 4 out of 5 points	Meets 3 out of 5 points	Meets 2 out of 5 points	Meets 1 out of 5 points
<b>Completion of Task</b>	Proficiently completed all tasks & goals.	Completed most tasks & goals.	Showed little interest, but completed tasks & goals.	Barely completed tasks & goals.	None of the tasks or goals were completed.
<b>Application of Learned Skills</b>	Mastery of pervious taught skills	Proficiency in previous taught skills	Satisfactory in previous taught skills	Unsatisfactory in previous taught skills	Failure to apply previous taught skills

<b>Professionalism/ Respect</b>	Exhibits full knowledge of skill(s) & process; efficiently executes task given.	Shows some understanding of skill(s) & process; executes task given.	Does not fully understand skill(s) & process; but tries to execute task to best of ability.	Does not understand skill(s) & process; barely executes task given.	No understanding of skill(s) & process; refuses to participate in production/ event.
<b>Leadership****</b> Bonus points for showing leadership skills during production <b>EXTRA POINTS!!!</b>					
<b>SCALE:</b> <b>EXCELLENT = 17-20 points or 21-25 points</b> <b>EXCEEDS REQUIREMENTS = 13-16 points or 16-20 points</b> <b>MEETS REQUIREMENTS = 9-12 points or 11-15 points</b> <b>PERFORMS BELOW REQUIRED EXPECTATIONS = 5-8 points or 6-10 points</b> <b>FAILED TO MEET REQUIREMENTS = 0-5 points</b>					

### **ATTENDANCE IMPACT ON GRADE**

- Grade reduction for 5 unexcused absences in a quarter.
- Automatic “FA” for 10 unexcused absences in a quarter.
- Automatic “F” for 30 unexcused absences in a year.

### **GENERAL REQUIREMENTS**

- The student must attend ALL class meetings. It is the responsibility of the student to clear all absences with the instructor.
- The instructor reserves the right to consult with fellow instructors, guest designers/artist and directors to determine the student's performance on an assignment.
- The instructor reserves the right to modify the course content and direction, as well as method of evaluation, if circumstances prove this necessary. The students will be given ample notice if any changes are needed.

**\*This Syllabus is subject to change. AUGUST 17, 2018**