Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:

- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the second Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Steven Thomas
   Division of Performing Arts
   570-408-4434
   steven.thomas@wilkes.edu

2. Proposal Title: BA in Technical Theatre

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
☒ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
☐ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
☐ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
☐ Change in course credit or classroom hours.
☐ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
☐ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

- Course Addition Form (plus syllabi)
- Course Deletion Form
- Course Change Form

5. Executive Summary of Proposal.

Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

The Division of Performing Arts currently offers a BFA in Musical Theatre and a BA in Theatre Arts. Students majoring in Theatre Arts may also add one of three concentrations: Acting and Directing, Dance, and Design and Technology. This proposal would expand the Design and Technology concentration into a stand-alone major. Doing so should provide the students in the new major with more in-depth training, and should allow for more effective recruiting of students interested in the area of Technical Theatre.

6. Other specific information. (Not applicable for incidental changes.)

What other programs, if any, will be affected by this proposal? Describe what resources are available for this proposal. Are they adequate? What would be the effect on the curriculum of all potentially affected programs if this proposal were adopted? Include any potential effects to the curriculum of current programs, departments and courses.

This proposal will have no effect on programs outside the Division of Performing Arts. Within the Division, the concentration in Design and Technology would be rendered superfluous, and would be eliminated. This program relies on existing faculty and staff to deliver the curriculum. Five additional 3-credit courses are required (three are required, two are electives). These would be offered one or two per semester, on a two-year rotation. As these new classes would be delivered by current staff members, the additional resources needed are the funds to pay one or two staff members per semester to teach a 3-credit class at the adjunct rate.

The intent of this proposal is to increase the number of students enrolling in the Theatre Program who are interested in Technical Theatre. Having more Tech students in the Program will have a beneficial effect on the other majors in the Division, as they will take over some of the technical responsibilities currently held by Musical Theatre and Theatre Arts majors. This will allow these other majors more time to focus on their area of specialization, while giving valuable technical experiences to the students who are most interested in those areas of the field.

7. Program Outline. (Not applicable for incidental changes).

A semester-by-semester program outline as it would appear in the bulletin for a new program or any modified program with all changes clearly indicated.
TECHNICAL THEATRE MAJOR
The Technical Theatre major provides a balanced training program for students interested in a career in technical theatre. The program combines the liberal arts core curriculum with the required 60 credits of Theatre classes and 24 credits of electives.

TECHNICAL THEATRE MAJOR - REQUIRED COURSES AND RECOMMENDED COURSE SEQUENCE

<table>
<thead>
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<th>First Semester</th>
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<tbody>
<tr>
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<td>THE 321 Scenic Design</td>
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<td>THE 217 AutoCAD for the Stage</td>
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<tr>
<td>THE 230 Stage Management</td>
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<td>THE 234 Directing I</td>
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<td>THE 311 Theatre History II</td>
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WILKES UNIVERSITY TECHNICAL THEATRE (2017)

**GEN/ED REQUIREMENTS (37)**

<table>
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<tr>
<th>Skill Areas (16)</th>
<th>Theatre Requirements (60)</th>
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<td>_____CS 115 OR HIGHER (3) OR 2 CI COURSES</td>
<td>_____THE 121 STAGECRAFT I (3)</td>
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<td>_____ENG 101 (4)</td>
<td>_____THE 131 ACTING I (3)</td>
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<td>_____COM 101 (3) OR 2 OPO COURSES</td>
<td>_____THE 190 THEATRE LAB (8)</td>
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<td>_____MTH 101 OR HIGHER (3)</td>
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**Area I Humanities (9)**

| ENG 120 (3) | THE 211 THEATRE HISTORY I (3) |
| HST 101 (3) | THE 214 SCRIPT ANALYSIS (3) |
| PHL 101 or FOREIGN LANG (3) | THE 216 DESIGN FOR THE THEATRE (3) |

**Area II The Scientific World (6)**

Two of the following (at least one must have a lab):

| BIO 105/121 (3-4) | THE 217 AUTOCAD FOR THE STAGE (3) |
| CHM 105/111/115/117 (3-4) | THE 225 HISTORIC SCENIC STYLES (3) |
| EES 105/211/230/240/251/271 (3-4) | THE 226 SCENIC PAINTING I (3) |
| PHY 105/174/201 (3-4) | THE 227 COSTUME DESIGN (3) |

**Area III The Social Sciences (6)**

Two of the following:

| ANT 101 (3) | THE 230 STAGE MANAGEMENT (3) |
| EC 102 (3) | THE 234 DIRECTING I (3) |
| PS 111 (3) | THE 311 THEATRE HISTORY II (3) |
| PSY 101 (3) | THE 321 SCENIC DESIGN (3) |
| SOC 101 (3) | THE 322 LIGHTING DESIGN (3) |

**Electives (24)**

| THE 191 Practicum (1-3) |
| THE 219 Sound Design (3) |
| THE 220 Stagecraft II (3) |
| THE 224 Rendering for the Theatre (3) |
| THE 228 Stage Makeup (3) |
| THE 291 Practicum (1-3) |
| THE 326 Scenic Painting II (3) |
| THE 391 Practicum (1-3) |
| THE 491 Practicum (1-3) |
| any ART class above ART 101 (3) |

**Total To Graduate (121)**

| Theatre Arts | 60 |
| Core | 37 |
| Electives | 24 |
| Total To Graduate | 121 |
8. Signatures and Recommendations. (please date)
   - Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
   - If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

Print Name/Title: ___________
Signature: ___________
Date: ___________

Department chair(s) of all potentially affected programs

Print Name/Title: ___________
Signature: ___________
Date: ___________

Dean(s) of any potentially affected College/School.

Print Name: ___________
Signature: ___________
Date: ___________

Registrar

Print Name: ___________
Signature: ___________
Date: ___________

Provost (For new programs, significant revisions and revisions to the General Education Program only).
   Provost should check here if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

Print Name: ___________
Signature: ___________
Date: ___________

Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

Print Name: ___________
Signature: ___________
Date: ___________
Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
1. Course Title: AutoCAD for the Stage

2. Course Number: THE 217
Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 3
   Lab Hours ______
   Other ______

4. Course Prerequisites: none

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   This class will develop familiarity with using AutoCAD as a tool for generating drawings for the stage. Offered every other year.

6. Required Documentation:
   Proposed Syllabus
   Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc.), pertinent policies and a proposed schedule of topics.
Instructor: Tom Rupp  
Phone: 570.408.4544  
Email: tom.rupp@wilkes.edu  
Class Meeting Time: 9:30am - 10:45am Tuesday and Thursday  
Meeting Locations: Room # 202 at the Dorothy Dickson Darte Center  
Credit Hours: 3  
Office Hours: (Room 100 located immediately behind the box office in the lower lobby of the Darte Center) Monday, Wednesday, Friday 2:00pm-3:00pm. Please email or call to meet at another time.

**Attendance Policy**
All students are expected to attend all classes. Three unattended classes are tolerated. Any days beyond that number will affect the final grade by 2% per incidence. Lateness will incur a 1% per incidence reduction in the final grade.  
**Cell phones and other electronics are prohibited in the classroom.**

**Course Objectives**
Fundamental knowledge of using Auto CAD as a tool for generating the drawings for the stage. We will cover the operating system of the program with the goal of generating ground plans, sections and elevations. The student will generate three completed projects with the last project as the final. The textbook for the class will be Auto desks Mastering AutoCAD 2017. Assigned reading will be required for each class.

**Requirements of the Class**
1) Class participation  
2) Complete class assignments.  
3) Review and study all class information  
4) Complete Examinations.

**Examinations:**
1) 2 examinations and Comprehensive Final

**Grade**
- 50% Attendance, participation in projects.  
- 25% Examinations (2)  
- 25% Final Examination

**Spring 2017 COURSE CALENDAR**

Tuesday, January 17 - Introduction to the class.

Thursday, January 19 – Understanding the display.
Tuesday, January 24 – Using AutoCAD drafting tools.
Thursday, January 26 – Viewing and plotting a drawing
Tuesday, January 31 – Working with units.
Thursday, February 2 – Understanding Layers
Tuesday, February 7 – Creating basic geometry
Thursday, February 9 - Class project #1
Tuesday, February 14 – Annotating a drawing
Thursday, February 16 – Drawing accurately
Tuesday, February 21 – Plan view, front view and side view
Thursday, February 23 – Creating selection sets
Tuesday, February 28 – Basic editing skills
Thursday, March 2 – Spring Break NO CLASS
Tuesday, March 14 – Editing with grips.
Thursday, March 16- Dimensioning a drawing
Tuesday, March 20 – Creating blocks
Thursday, March 23 – Class project #2
Tuesday, March 28 – Modifying object characteristics.
Thursday, March 30 – Using symbols and attributes.
Tuesday, April 4 – Creating ground plans
Thursday, April 6 – Creating sections.
Tuesday, April 11– Creating elevations.
Thursday, April 13 – Easter Break No Class
Tuesday, April 18 – Advanced drawing techniques
Thursday, April 20 – Advanced annotation
Tuesday, April 25 – Work on final project
Thursday, April 27 – Work on final project
Tuesday, May 2– Work on final project
Thursday, May 4 – Work on final project
Tuesday, May 9 - Final Examination and final projects due.
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title: Sound Design

2. Course Number: THE 219
Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 3
   Lab Hours ______
   Other ______

4. Course Prerequisites: none

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

This class develops the knowledge base and skills necessary to execute the Sound Design of a live theatrical performance. Topics include a basic working knowledge of sound equipment, sound itself, and industry-standard show control software. Offered every other year.

6. Required Documentation:
   Proposed Syllabus  Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc.). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc.), pertinent policies and a proposed schedule of topics.
DIVISION OF PERFORMING ARTS
THE 219 – Sound Design

Syllabus

Location: DDD 323
Instructor: Douglas Macur
douglas.macur@wilkes.edu
Office: DDD 103
Office Hours: M W F 11:00AM – 12:00PM (By appointment also available)
Credit Hours: 3

Course Objective:
To acquire the knowledge base and skills necessary to execute the Sound Design of a live theatrical performance. This includes a basic working knowledge of sound equipment, sound itself, and industry standard show control software.

Required Textbook:
This class will not use a single assigned textbook, instead the course materials will be provided as copies of relevant passages from books in my personal library.

Required Equipment:
Several of the projects assigned in this course will be computer based and therefore will require you to have a USB memory drive to store your projects on. It is your responsibility to keep track of your work and the drive it is stored on. I highly recommend you create one redundant backup for your work in at least one other location.

Attendance:
I will be utilizing a “Three Strike Rule” for attendance in this class:

- Attendance at all sessions is required.
- 3 unexcused absences before any grade penalties.
- Tardy 3 times = 1 unexcused absence.
- If you are more than 15 minutes late to class it will count as an unexcused absence, not a tardy.
- FOR EVERY UNEXCUSED ABSENCE BEYOND 3 YOUR FINAL GRADE WILL DROP BY 1 FULL GRADE POINT.
- If you have 5 unexcused absences beyond your allowable 3 then drop the class, you physically won’t be able to pass.
- Absences may be excused if the issue is discussed with me in advance.
- If you are sick contact me directly as soon as possible. Don’t have a friend talk to me, it won’t count unless you tell me yourself.
- You are responsible for acquiring the material you missed due to an absence, I will not provide you with notes on missed lectures, get them from a fellow student in the class.
- Missed classes are not an excuse for not doing the reading assignments. You will be expected to have done the reading assignment when you are in class next.

Cell Phone Policy:
I know everyone will have cell phones. I’ll have mine with me in class every day. While in class please silence or switch your phone to vibrate. If it going off becomes a distraction I will ask you to power it down or disable its antenna (airplane mode) for the duration of class. Phone calls should not be taken during class unless they are a dire emergency. If you MUST take a phone call please inform me and then step out into the hall to complete your phone call. Texting, browsing the internet, checking email, tweeting, snapchatting, or uploading bad photos with even worse filters to your Instagram are not permitted during class. You are all adults so just be smart about it.
**Grading:**
Participation – 10%
Quizzes – 10%
Class Projects – 40%
Midterm – 10%
Final Project – 20%
Final Exam – 10%

**Participation:**
Theatrical Design is a collaborative art. Therefore as a Sound Designer you must learn to become comfortable having an active voice in your working environment. As such a portion of your grade will be based on how well you interact with the class and engage with the material. Being unafraid to engage in conversation and confront adversity is an important trait in theatre. Your participation will account for 10% of your final grade.

**Quizzes:**
There will be a series of quizzes every two weeks or so to test your knowledge of topics covered in both the reading and the lectures. The quizzes together will account for 10% of your final grade.

**Class Projects:**
Learning to become a designer is not something that can simply be done in a classroom on paper. Learning by doing with practical projects is a major component to learning design. As such this class will predominantly focus on practical projects and you will do a large number of them throughout the course. All told Class Projects will be worth 40% of your final grade.

**Midterm:**
The midterm will be a larger exam that will review the information from the first half of the course. It will be worth 10% of your final grade.

**Final Exam:**
The final exam will be a larger exam that will review the information from the second half of the course. The final exam is NOT cumulative. You will not be tested on material from the second half of the course only. This exam will account for 10% of your final grade.

**Final Project:**
The final project will consist of a finished sound design in the form of a paperwork packet and a complete Qlab show file.

- **Week 1**
  - What is a Sound Designer?
  - Is a Sound Designer an artist?
- **Week 2**
  - The Sound Design Process
  - Collaboration
  - Working with other Designers
  - Working with the director
- **Week 3**
  - The Script
  - Prelim cue lists
- **Week 4**
  - Drafting the Sound Plot
- **Week 5**
  - Speaker types
  - Speaker placement
- **Week 6**
  - Sourcing sound
  - Recording Sessions
- Week 7
  - Field Recording
  - Editing your sounds in the studio
  - Software packages for sound editing
    - Pro Tools
    - Adobe Audition
- Week 8
  - Cueing the show
  - Qlab basic functionality
- Week 9
  - Sound equipment
    - Sound Board
    - Amps
    - Speakers
    - Mics
    - Effect Racks
    - Patching
  - The Sound hang
- Week 10
  - The Sound Designer in technical rehearsals
- Week 11
  - Sound Designer vs Sound Engineer
  - Live sound & mixing
  - Wireless Mic control
- Week 12
  - Studio Sound Editing advanced lessons
- Week 13
  - Qlab show control advanced lessons
- Week 14
  - Final Project Work
- Week 15
  - Final Project Work
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title:  Costume Design

2. Course Number:  THE 227
   Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 3       Lab Hours ______
   Other ______

4. Course Prerequisites: none

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e.
   every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   An introduction to the basic elements of Costume Design including: Line, Mass, Form, Balance, Hue, and Chroma. Class projects provide an opportunity for the student to render costume sketches, analyze plays, research costume history, and construct basic pattern shapes. Offered every other year.

6. Required Documentation:
   Proposed Syllabus        Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc.). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc.), pertinent policies and a proposed schedule of topics.
Instructor: Joe Dawson  
E-Mail: joseph.dawson@wilkes.edu  
Phone: 570-408-4431  
Office: 111 Darte Hall  
Office Hours: MWF 11:00 am-noon, TTh 1:00-2:00 pm (or by appointment)  
Credit Hours: 3

Course Description: An introduction to the basic elements of Costume Design including: Line, Mass, Form, Balance, Hue, and Chroma. Class projects provide an opportunity for the student to render costume sketches, analyze plays, research costume history, and construct basic pattern shapes. Offered every other year.


Course Objectives/Competencies.  
The student will acquire:  
• A working knowledge of costume history.  
• An ability to produce freehand costume sketches.  
• Familiarity with sewing techniques used to construct theatrical costumes.  
• Functional skills in design visualization

Graded Projects:  
1. Costume History Sketch: Using 1 paper pattern design 1 garment from 3 different historical periods. Pencil. 25%  
2. 3 Sketches from A Midsummer Night’s Dream. Watercolor. 25%  
3. Garment - Body Sloper Construction. 25%

Workshop Grade: 25%

Tentative Calendar:  
Week 2: Text: Chapter 6. Rendering The Sketch  
Week 3: In Class Rendering Pencil. - Design Studio.
Week 4: In Class Rendering Pencil. - Design Studio.

Week 5: Project #1 and critique.


Week 5: Discussion: *A Midsummer Night’s Dream.*

Week 6: In Class Rendering. Water Color- Design Studio.

Week 7: In Class Rendering. Water Color- Design Studio.

Week 8: Project #2 and Critique.


Week 11: In Class Construction. Costume Shop.

Week 12: In Class Construction. Costume Shop.

Week 13: In Class Construction. Costume Shop.

Week 14: From Body Sloper to Garment.

Week 15: In Class Construction.

Week 16: Final Project and Critique.
1. Course Title: Stage Makeup

2. Course Number: THE 228
   Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 3 Lab Hours ______
   Other ______

4. Course Prerequisites: none

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   This course offers students the opportunity to learn and apply the fundamental principles of standard, character and special effects stage makeup. Offered every other year.

6. Required Documentation:
   Proposed Syllabus
   Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc.). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc.), pertinent policies and a proposed schedule of topics.
Instructor: Teresa Fallon  
E-Mail: teresa.fallon@wilkes.edu  
Phone: 570-408-3427  
Office: Darte Hall 311  
Office Hours: MWF 11:00 am-noon, TTh 1:00-2:00 pm (or by appointment)  
Credit Hours: 3

COURSE DESCRIPTION
Offers students the opportunity to learn and apply the fundamental principles of standard, character and special effects stage makeup.

COURSE OBJECTIVES
This course will introduce the application and design of makeup for the stage in both theory and practice. Upon completion of the course, students will demonstrate:

- understanding of theoretical principles of makeup design and application
- understanding of facial anatomy
- understanding of Period Style in makeup
- ability to apply both straight and corrective makeup
- ability to apply makeup to achieve aging
- ability to apply makeup for a character from dramatic literature
- ability to design and apply a fantasy or extreme makeup

TEXT: *Stage Makeup* by Laura Thudium

REQUIRED MAKEUP KIT: Ben Nye Student Makeup Kit or similar. Sharing makeup is unhygienic and will not be permitted.

OTHER SUPPLIES:
- Smock or robe to protect clothing
- Makeup removal products such as soap, cold cream, astringent etc.
- Hair net or hair pins to hold back hair during makeup application
- A washcloth and towel
- Tackle box or other container for your supplies
- Application products such as sponge wedges, Q-tips, cotton balls etc.
- Colored pencils and paper for use in creating designs

GRADING: Projects as assigned. As all the projects are done in class, attendance is important. Two absences will be acceptable but more than two will significantly lower the grade.
COURSE TOPICS:
Introduction/Syllabus Review
3D Makeup
Shadows & Highlights/Color
Face Maps
Bruises, Burns, Cuts
Beards/Mustaches/Eyebrows etc.
Types of Makeup
Bone Structure
Noses
Old Age/Face & Hands
Non-realistic/Cross Gender
Animals

Syllabus is Subject to Change
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title: Stage Management

2. Course Number: THE 230
   Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 3   Lab Hours ______
   Other ______

4. Course Prerequisites: none

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   An introduction to the art of stage managing a live theatre performance. Offered every other year.

6. Required Documentation:
   Proposed Syllabus
   Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc.). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc.), pertinent policies and a proposed schedule of topics.
Semester: Spring 2017
Instructor: Douglas Macur
Email: douglas.macur@wilkes.edu
Office: DDD 103
Office Hours: M W F 11:00AM – 12:00PM (By appointment also available)
Credit Hours: 3

Course Description:

An introduction to the art of stage managing a live theatre performance.

Course Objective:

To learn, experiment with, and become proficient in the skills necessary to effectively stage manage a live theatre performance.

Important Note:

The processes and practices that you will be taught in this class represent my collective knowledge of industry standards as they currently stand. That is NOT to say that the methods I teach you are the end all be all or the “best” way to Stage Manage. It is important for you as a student of theatre to remember that as with most things there are many ways to achieve your goal and none of them are inherently better than any other. I will be teaching you based on my real world experience and academic training but it will be up to you as a Stage manager to decide exactly what your process will be once you start doing this by yourself.

One More Important Note:

You will hear me use the phrases “industry standard” or “how this is done in the professional world” often in this class and I want you to take those phrases to heart. However my use of these phrases may cause you concern as you might notice that we may not necessarily do things according to “industry standards” here at Wilkes University Theatre. That’s true but we have good reasons for doing things differently here. The simple reason is that you are all currently still students and you have to adhere to a certain schedule to get you through the degree program. As a result the faculty and staff have to take some of the responsibilities of the Stage Manager on themselves to allow you to have the time necessary to make all of your other classes and get all of your other work done. In other cases it is just a logistical problem as classes might not be in session when something traditionally taken care of by Stage Management needs to be done which means it will fall to a member of the faculty or staff.

Required Textbook:

The assigned textbook is required for the class and is available in the bookstore. You can also easily find it online. Not having the book is not an excuse for missing an assigned reading.

Stage Management 11th Edition
Lawrence Stern, Jill Gold
ISBN-10: 113812446X
Attendance:

I will be utilizing a “Three Strike Rule” for attendance in this class:

- **Attendance at all sessions is required.**
- 3 unexcused absences before any grade penalties.
- Tardy 3 times = 1 unexcused absence.
- If you are more than 15 minutes late to class it will count as an unexcused absence, not a tardy.
- **FOR EVERY UNEXCUSED ABSENCE BEYOND 3 YOUR FINAL GRADE WILL DROP BY 1 FULL GRADE POINT.**
- If you have 5 unexcused absences beyond your allowable 3 then drop the class, you physically won’t be able to pass.
- Absences may be excused if the issue is discussed with me in advance.
- If you are sick contact me directly as soon as possible. Don’t have a friend talk to me, it won’t count unless you tell me yourself.
- You are responsible for acquiring the material you missed due to an absence, I will not provide you with notes on missed lectures, get them from a fellow student in the class.
- Missed classes are not an excuse for not doing the reading assignments. You will be expected to have done the reading assignment when you are in class next.

Cell Phone Policy:

I know everyone will have cell phones. I’ll have mine with me in class every day. While in class please silence or switch your phone to vibrate. If it going off becomes a distraction I will ask you to power it down or disable its antenna (airplane mode) for the duration of class. Phone calls should not be taken during class unless they are a dire emergency. If you MUST take a phone call please inform me and then step out into the hall to complete your phone call. Texting, browsing the internet, checking email, tweeting, snapchatting, or uploading bad photos with even worse filters to your Instagram are not permitted during class. You are all adults so just be smart about it.

Grading:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Production/Tech Rehearsal Observation Analysis</td>
<td>20%</td>
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<tr>
<td>Class Projects</td>
<td>20%</td>
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<tr>
<td>Midterm</td>
<td>10%</td>
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<tr>
<td>Final Project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
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</tbody>
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Participation:

As aspiring stage managers you must learn to become comfortable being an active voice in your working environment. As such a portion of your grade will be based on how well you interact with the class and engage with the material. Being unafraid to engage in conversation and confront adversity is an important trait in a stage manager. Your participation will account for 10% of your final grade.

Quizzes:

There will be a series of quizzes every two weeks or so to test your knowledge of topics covered in both the reading and the lectures. The quizzes together will account for 10% of your final grade.

Production/Tech Rehearsal Observation Analysis:

In order to get you acquainted with the process of the SM during a technical rehearsal you will be required to sit in on a cueing rehearsal for both of the theatre department’s main stage productions. You will take notes on the process and
submit an observational paper on something that you noticed during the rehearsal. This analysis will be worth 20% of your final grade, each observational paper accounting for 10% of your grade.

Class Projects:

There is no better way to learn how to do something than by doing it yourself. As such this class will utilize projects to great effect. You will call scenes, write prompt book cues, tape out a set, and write rehearsal reports among other things. Your class projects will be worth 20% of your final grade.

Midterm:

The midterm will be a larger exam that will review the information from the first half of the course. It will be worth 10% of your final grade.

Final Exam:

The final exam will be a larger exam that will review the information from the second half of the course. The final exam is NOT cumulative. You will not be tested on material from the second half of the course only. This exam will account for 10% of your final grade.

Final Project:

The final project will consist of two parts. First you will submit a fully annotated prompt book which will account for 10% of your final grade. Second you will use your prompt book to actually call a live scene. Your calling performance will be recorded and that recording will be used to supply an additional 10% of your final grade.

- Week 1
  - What is a stage manager?
  - What Makes a good SM?
  - Hierarchy of theatre and a theatre company
- Week 2
  - Responsibilities of the SM
  - Process of the SM
  - The Prompt Book
- Week 3
  - The Theater (not theatre) and its personnel
  - Running Auditions
  - Department Management
- Week 4
  - Running Rehearsals
  - Running Technical Rehearsals
- Week 5
  - Design Departments
    - Lighting
    - Projections & Video
    - Sound
    - Costumes
    - Scenic
- Week 6
  - Running the show
  - House Management
- Week 7
  - Creating the prompt book
  - Notation
  - Upkeep
  - Cueing
- **Week 8**
  - Taping out the rehearsal hall/stage

- **Week 9**
  - The SM Kit

- **Week 10**
  - Unions
    - AEA
    - IATSE
    - USA
    - AGVA
    - AGMA

- **Week 11**
  - The SM team

- **Week 12**
  - Calling a show

- **Week 13**
  - The run of the show
  - Closing & striking a show

- **Week 14**
  - Final Project Work

- **Week 15**
  - Final Project Work