

DRAM 1330 – Stagecraft I

Course Syllabus: Fall, 2025

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Jill Bradley

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| Office Hours | Monday | Tuesday | Wednesday | Thursday |
|--------------|--------|---------|-----------|----------|
| | TBD | TBD | TBD | TBD |

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.

Study and application of the methods and components of theatrical production.

Prerequisite(s): None (?)

In This Course Students Will:

Study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Apply a vocabulary and knowledge of the environment, tools, and skills required to mount a theatrical production.
2. Demonstrate knowledge of the variety of work required to mount a theatrical production.
3. Describe the collaborative nature of production within theater arts.

Evaluation/Grading Policy: The method of assessment will be as follows:

1. Notes – there will be four sets of notes throughout the semester, worth 100 points a piece - 400 possible points
2. Final Design Project – the final exam will be due on Blackboard at the end of the semester. It will be comprehensive and cover material throughout the semester. It is worth up to 300 points.
Final Design Project – 300 possible points
3. Projects – students will be responsible for 2 different projects, all relating to elements of technical theatre - Two projects @ 200 points each – 400 possible points
4. Quizzes – There will be 4 quizzes given throughout the semester on class notes - 4 quizzes @ 100 points - 400 possible points
5. Participation – There will be 25 participation grades worth 20 points each - 25 opportunities for participation in technical elements of the Fall show @ 20 points - 500 possible points

GRADING Point Totals

| | |
|---------------------|---|
| 2000 – 1800 points: | A |
| 1799 – 1600 points: | B |
| 1599 – 1400 points: | C |
| 1399 – 1200 points: | D |
| 1199 and below: | F |

Instructor's note on attire: This is a lecture/lab class and much of the time is spent around and working with power tools, paint, glue and other craft supplies, therefore, all students are required to wear clothing that can be soiled. Do not wear any loose fitting clothing that can obstruct or be entangled in machinery. Keep long hair pulled back and refrain from wearing any loose jewelry. No open toed shoes are allowed in the class. Wear work shoes or sports shoes. Wearing open toed shoes, sandals or flimsy foot wear is the equivalent of not attending the lab portion of the class. Students not attired properly will not be allowed to participate in lab work. Students should be prepared to do lab work during any class period - ***not being properly attired for lab work will negatively affect your participation grade.***

Required Instructional Materials:

***A 1940s Christmas Carol*, by Page Petrucka**

Publisher: Next Stage Press

ISBN Number: 978-1-951500-48-1

Optional Instructional Materials: TBD

Minimum Technology Requirements:

- Daily high-speed internet access
- Microsoft Word

- Power Point

Required Computer Literacy Skills:

- Rename, delete, organize, and save files.
- Create, edit, and format word processing and presentation documents.
- Copy, paste, and use a URL or web address.
- Download and install programs and plug-ins.
- Send and receive an email with attachments.
- Locate and access information using a web search engine.
- Use a learning management system.
- Attach a file

Course Structure and Overview: See Evaluation and Grading Policy

Communications: Communication with instructor must be done through NTCC official email only. Turnaround time for email responses is 24 hours.

Institutional/Course Policy:

Late work: All assignments must be completed on time. Quizzes cannot be made up, as they are used as student preparation for class discussions.

Cell Phones: Cell phones are not permitted during class time. Please put them away.

Attendance: Attendance is vital to learning and student success. ***Therefore, students can only miss six (6) class periods during the semester.*** If a student exceeds six (6) absences, they shouldn't expect to pass the class.

Medical emergencies and illness can be excused with a doctor's note. For all other issues, please contact the instructor directly.

Alternate Operations During Campus Closure and/or Alternate Course Delivery

Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery

format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

"Copying or partially copying someone else's work in a written paper is considered plagiarism, which is an academic offense. This offense can result in a failing grade for the assignment or even the entire course. It is important that you do not combine someone else's words with your own or substitute their words with synonyms. If you do use someone else's words, phrases, or sentences, even if you reword them, it is necessary to properly cite the source. To check for plagiarism, all essays for this course will be submitted to TurnItIn.com, which utilizes both a plagiarism and AI checker. If any questionable results are found, they will be reviewed with the student. Students will not be given credit for portions of essays that are detected by artificial intelligence."

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Eagle Assist

At Northeast Texas Community College, we understand that students often need support that extends beyond the classroom. "Eagle Assist" is the place to start when looking for that type of assistance. Our support system is here to help you succeed in both your academic and personal growth. www.ntcc.edu/eagleassist

Services provided:

- Mental Health Counseling
- Classroom Accommodations
- NTCC Care Center Food Pantry
- NTCC Care Center Hygiene Closet

- NTCC Care Center Cook Nook
- Financial Literacy
- Child Care Assistance
- Emergency Aid

Can't find what you are looking for? Send us a message at eagleassist@ntcc.edu
Mental Health Counseling Services are available to all NTCC students.

- Visit the following page to get your account activated:
www.thevirtualcaregroup.com/ntcc
- Dual credit students please email the instructor if interested.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline: (Instructor reserves the right to adjust this timeline at any point in the term)

| Day/Date | Topic | Activity | Assignment Due |
|------------------------|--|---|--------------------------------------|
| Tues 8/27/2025 | Introduction/Syllabus Safety Procedures/Basic Vocab | Syllabus Safety Dress Code Safety Procedures Basic Vocab | Notes #1 Participation #1 |
| Thurs 8/29/2025 | Review Quiz Lighting Basics | Begin prepping lights for Roswell | Quiz #1 Participation #2 |
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| Tues 9/02/2025 | Lighting Basics Audience seating | Vocab Notes Finish Lighting Prep for show | Notes 2 Participation #3 |
| Thurs 9/04/2025 | Prep for Roswell Show | Prep for Roswell Show | Quiz 2 Prep for Roswell Show - Participation #4 |
| Tues 9/09/2025 | Stage Clean up (if needed) In Class Reading: 1940s CC | In Class Reading: 1940s CC | Reading/Discussion Participation #5 |
| Thurs 9/11/2025 | In Class Reading: 1940s CC | In Class Reading: 1940s CC | Reading/Discussion Participation #6 |
| Tues 9/16/2025 | Discussion: 1940s style research project | 1940s style research project | In Class assignment/Particip ation #7 |
| Thurs 9/18/2025 | Discussion: 1940s Radio | 1940s Research Project: Radio | In Class assignment/Particip ation #8 |
| Tues 9/23/2025 | Radio Play Project | Radio play project | Project 1: 1940s Radio Project Due |
| Thurs 9/26/2025 | Set design/Pull pieces for show | Set design/Pull pieces for show | Participation #9 |
| Tues 9/30/2025 | Pull Costuming and Props | Pull Costuming and Props | Participation #10 |
| Thurs 10/02/2025 | Set Construction/ Create Prop Table | Set Construction/Create Prop Table | Participation #11 |
| Tues 10/07/2025 | Set Construction | Set Construction | Participation #12 |
| Thurs 10/09/2025 | Set Construction | Set Construction | Participation #13 |
| Tues 10/14/2025 | Set Construction | Set Construction | Participation #14 |
| Thurs 10/16/2025 | Set Construction | Set Construction | Participation #15 |

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| Tues 10/21/2025 | Set Construction | Set Construction | Participation #16 |
| Thurs 10/23/2025 | Set Construction | Set Construction | Participation #17 |
| Tues 10/28/2025 | Set Construction/Lighting | Set Construction/Lighting | Participation #18 |
| Thurs 10/30/2025 | Sound Design/Lighting | Sound Design/Lighting | Participation #19 |
| Tues 11/04/2025 | Sound Design/Lighting | Sound Design/Lighting | Participation #20 |
| Thurs 11/06/2025 | Advanced Stage Vocabulary | Stage Vocabulary Notes | Notes 3 |
| Tues 11/11/2025 | Advanced Stage Vocab Elements of Design | Advanced Stage Vocab Quiz Elements of Design | Quiz 3 |
| Thurs 11/13/2025 | Elements of Design Final Project | Elements of Design Final Project Discussion | Notes 4 Participation #21 |
| Tues 11/18/2025 | Quiz Reorganize Prop Room/Backstage | Quiz Reorganize Prop Room/Backstage | Quiz 4 Participation #22 |
| Thurs 11/20/2025 | Reorganize Prop Room | Reorganize Prop Room | Participation #23 |
| Tues 11/25/2025 | Design Project | Design Project | Participation #24 |
| Thurs 11/27/2025 | Thanksgiving Break | No Class | No Class |
| Tues 12/02/2025 | Design Project | Design Project | Participation #25 |
| Thurs 12/04/2025 | Last Class Day | Design Project Due (Final) | Project 2: Design Project |