



# THEA 3321: Advanced Technical Solutions

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Cell: 573-881-0430  
Office Hours: Wednesday and Thursday 1:00- 2:00 pm  
Or by appointment

Spring 2021  
Tuesday & Thursday  
9:00 am- 10:20 am  
[Remote Zoom](#)  
3 Credits

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## Course Description

Advanced Technical Solutions (2-3) Advanced applications and analysis of carpentry techniques. Practical laboratory work. Provide understanding of operation and management of scene shop as well as studying different and advanced techniques of theatrical productions. Materials and adaptation of existing materials will be studied.

## Objectives

The objective of the course is to develop managerial skills as both a Props Manager and Technical Director. You will read the script and be provided the scenic design package for a production and analyze the needs for the production. You will then create and estimate based on a provided budget.

- Understand the role of the Prop Master.
- Create a working Props List.
- Research Props and communicate with the team about your findings.
- Create a Props, Paint, and Scenic Estimate
- Ability to create technical drawings.
- Professional Presentation Skills
- Analyze a design package and create a Scenic Unit breakdown.

## Software

- Microsoft Excel
- Vectorworks 2021
  - [Vectorworks Student Portal | Vectorworks Educational Portal \(myvectorworks.net\)](#)

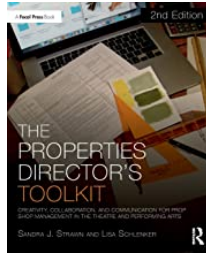
## Required Text



### Living on Love (Actors Edition)

Joe DiPietro, based on the play Peccadillo by  
Garson Kanin  
ISBN: 9780822234425

## Recommended Text



### **The Properties Director's Toolkit: Managing a Prop Shop for Theatre (The Focal Press Toolkit Series) (English and English Edition) 2nd Edition**

Sandra Strawn (Author), Lisa Schlenker (Author)  
ISBN: 978-1138084155



### **The Technical Director's Toolkit: Process, Forms, and Philosophies for Successful Technical Direction (The Focal Press Toolkit Series) 1st Edition**

Zachary Stribling (Author), Richard Girtain (Author)  
ISBN: 978-0415747295

## Course Assessment and Grading

Assignments for this course are assessed according to rubrics. You can find these rubrics by clicking on the appropriate assignment link in Blackboard and choosing to "View Rubric" from the button beneath the Points Possible for the assignment.

### Grade Distribution:

1000-900 = A 890-800 = B 790-700 = C 690-600 = D 590 and Below = F

<b>Attendance, Participation, and Professionalism</b>	100 pts
<b>Projects</b>	
Project 1- Furniture Encyclopedia	50 pts
Project 2: Props List	100 pts
Project 3: Props Research	50 pts
Project 4- Props Estimate	50 pts
Project 5- Paint Estimate	50 pts
Project 6: Excel Template	100 pts
Project 7: Materials List	50 pts
Project 8- Scenic Breakdown	50 pts
Project 9- Construction Drawing	150 pts
Project 10- Scenic Unit Estimate	150 pts
Project 11: Finalize and Distribute	100 pts

## Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media

Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

**IMPORTANT:** If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

## Course Communication:

- Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:
- Office Hours: We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on zoom(<https://utep-edu.zoom.us/j/82486707665?pwd=bWluZXBWeEluajV2amRQdDBjcmxsUT09>) during the following times:
- Wednesdays: 1-2 p.m. Mountain Time
- Thursdays: 1-2 p.m. Mountain Time

## Netiquette

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

## COURSE POLICIES:

### Attendance and Participation:

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussion with your peers on the discussion boards (grading

- rubric provided in the “grading information” area of each forum)
- Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

## **Excused Absences And/or Course Drop Policy**

According to UTEP Curriculum and Classroom Policies, “When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of “W” before the course drop deadline and with a grade of “F” after the course drop deadline.” See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.

## **Deadlines, Late Work, And Absence Policy**

### **Projects**

- Deadlines for projects will be outlined in the Rubric as well as the Course Schedule. Failure to complete projects on time results in a 10% Grade reduction, an additional 10% will be deducted each day late. After 5 days Projects will be recorded as 0.

### **Make-Up Work**

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

## **Alternative Means Of Submitting Work In Case Of Technical Issues**

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

## **Incomplete Grade Policy**

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

## **Accommodations Policy**

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for](#)

[Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the [CASS portal](#).

## **Covid-19 Accommodations**

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

## **Scholastic Integrity**

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

## **Class Recordings**

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

## **Covid-19 Precautions**

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](http://screening.utep.edu). If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](http://screening.utep.edu)) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

## **Content of Theatre Productions:**

The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable seeing on stage. If you have concerns about viewing or discussing specific subjects, please see me as soon as possible to discuss possible accommodations. As I will respect your individual's rights to choose what shows you want to see, I expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

## STUDENT RESOURCES:

**UTEP Technology Support Center:** The Technology Support Center (TSC) offers UTEP students access to state of the art computing equipment and specialized software for academic needs. The TSC is also home to the PC Clinic, which offers computer software repair services to students at no cost. The center is located in the library, room 300 (747-5257).

**Student Health Center:** UTEP Student Health Center is here to meet the health care needs of all students so they can focus on their studies. As a student you have paid a medical service fee that allows you to be seen at the clinic as often as needed. Office visits are low cost as well as medications, supplies and any needed lab tests (747-5624).

**University Counseling Center:** The UTEP University Counseling Center located at 202 Union West can assist you to decide on a career or work through personal concerns. They provide confidential counseling services, assist with stress management, and offer an after-hours crisis support line (747-5302).

## Disclaimer

*Information contained in this syllabus, other than the grade and absence policy, is subject to change with advance notice, as deemed appropriate by the instructor to enhance learning opportunities. All changes will be clearly communicated.*

## Course Schedule

**Class Meeting Link:** [HTTPS://UTEP-EDU.ZOOM.US/J/84091268885?PWD=L3PLRXAXTZVLQMXWYZDRDDJTAS8XQT09](https://UTEP-EDU.ZOOM.US/J/84091268885?PWD=L3PLRXAXTZVLQMXWYZDRDDJTAS8XQT09)

**Office Hours (W/R 1:00-2:00 PM) Link:** [HTTPS://UTEP-EDU.ZOOM.US/J/82486707665?PWD=BWLUZXBWEELUAJV2AMRQDDBJCMXSUT09](https://UTEP-EDU.ZOOM.US/J/82486707665?PWD=BWLUZXBWEELUAJV2AMRQDDBJCMXSUT09)

	Date	Lecture Topic	Assignment Start	Assignment Due
<b>Week/ Module 1-Course Introduction</b>				
T	1/19	Syllabus/ Course Introduction		

H	1/21	Roles of the Prop Master and Terminology		
<b>Week/ Module 2- Props Fundamentals</b>				
T	1/26	Props: Illusion of the Stage and the reality of the budget		
H	1/28	Presentation Fundamentals	Project 1- Furniture Encyclopedia	
<b>Week/ Module 3- Elements of Style</b>				
T	2/2	Elements of Style		
H	2/5	Presentation: Furniture Encyclopedia		Project 1- Furniture Encyclopedia
<b>Week/ Module 4- The Props List</b>				
T	2/9	Props List Formatting	Project 2: Props List	
H	2/11	Props: Reading in between the Lines		
<b>Week/ Module 5- Research for Stage Properties</b>				
T	2/15	Conversation about Living on Love		Project 2: Props List
H	2/17	Research for Stage Properties	Project 3: Props Research	
<b>Week/Module 6- Props Budget</b>				
T	2/23	Presentation: Project 3- Properties Research		Project 3 Props Research
H	2/25	The Props Budget	Project 4- Props Estimate	
<b>Week/ Module 7- Props Conclusion</b>				
T	3/2	Collaboration Day- Project 4- Props Budget		
H	3/4	Props Management in Rehearsal and on stage.		
<b>Week/ Module 8- Scenic Paint Budge Estimate</b>				
T	3/9	Scenic Painting Budget and Materials	Project 5- Paint Estimate	Project 4- Props Estimate
H	3/11	Conversation Day- Reflection on Property Design		Project 5- Paint Estimate
<b>Week/Module 9- Spring Break</b>				
T	3/16	No Class- Spring Break		
H	3/18	No Class- Spring Break		
<b>Week/ Module 10- Technical Direction Intro</b>				
T	3/22	Technical Direction- Roles and Responsibilities		
H	3/24	Creating Excel Template	Project 6: Excel Template	
<b>Week/ Module 11- Shop Materials</b>				
T	3/30	Stagecraft materials and construction review	Project 7: Materials List	Project 6: Excel Template
H	4/1	Scene Shop Expenses		
<b>Week/ Module 12- Scenic Break Down</b>				
T	4/6	Creating a Scenic Breakdown	Project 8- Scenic Breakdown	Project 7: Materials List
H	4/8	Collaboration Day- Project 6		
<b>Week/ Module 13- Construction Drawing</b>				
T	4/13	Construction Drawing/ Vectorworks Tutorial	Project 9- Construction Drawing	Project 8- Scenic Breakdown
H	4/15	Collaboration Day- Construction Drawing		

<b>Week/ Module 14- Scenic Estimate</b>				
T	4/20	Conversation Day- Construction Drawing		Project 9- Construction Drawing
H	4/22	Scenic Unit Estimate	Project 10- Scenic Unit Estimate	
<b>Week/ Module 15- Finalized Budget</b>				
T	4/27	Collaboration Day- Scenic Unit Estimate		
H	4/29	Finalize and Distribute Budget	Project 11: Finalize and Distribute	Project 10- Scenic Unit Estimate
<b>Week/ Module 16- Budget During Production</b>				
T	5/4	Managing the Budget during Production		
H	5/6	Conversation Day- Reflection on Technical Direction		
<b>Finals Week</b>				
T	5/11	No Meeting- Submit Final Project by 12:45 pm		Project 11: Finalize and Distribute