Design Technology

PHILOSOPHY

The PCCA Design Technology Department offers students an in-depth knowledge of the technical skills necessary to enter top-level colleges, universities or professional institutions as well as work professionally in a variety of venues. A multitude of instructional, practical and performance opportunities will prepare the student for advanced technical theatre study and employment in the professional world. This department offers five possible major study focuses: Lighting Design, Scenic Design, Costume Design, Sound Design and Stage Management.

The PCCA Design Technology Department offer students the opportunity to gain, expand and apply their technical abilities as well as teach them the means to communicate their ideas through design and technical drawing. The Design Technology Department’s intention is to prepare students for further study in the areas of technical theatre, multi-media crew work, theatrical design and theatre management.

GENERAL GOALS

 It is the goal of the Design Technology Program to assist each student:

* + To gain knowledge and experience in as many of the technical arts areas as possible.
	+ To develop the skills to communicate visual concepts both artistically, mechanically and verbally.
	+ To perceive the importance of taking direction, working with peers, and developing leadership skills.
	+ To develop an awareness of career opportunities and the appropriate advanced training, college, or professional experience that is necessary to pursue a career in technical theatre and theatre management.
	+ To develop a personal sense of professionalism as well as the ability to set high artistic goals and obtain them.

PROCEDURES AND GUIDELINES – DESIGN TECHNOLOGY

1. All students are expected to follow the rules outlined in the Student Code of Conduct.

2. Students are expected to be on time for class, rehearsals, performances and other events. Class and rehearsal time is valuable, and students should not delay the efficiency of class work or rehearsals or infringe upon other students’ valuable time by being late. On time for class means being in the classroom and in your seat at the sound of the bell with designated materials.

3. Food, drinks and chewing gum will not be permitted in the classroom or in the theatre, scene or costume shop at any time. Candy or other fund-raising food items are not to be sold in the classroom.

CLASS RULES

* + No eating, drinking or chewing gum in classroom, shop or theatre.
	+ Class tardies dealt with according to Gibbs High School Policy.
	+ Hall passes are required for any purpose requiring the student to leave or enter the classroom.
	+ Designated materials must be brought to class at all times.
	+ Students are responsible for daily maintenance and cleanup of the shops and theatre, which must be completed by the end of each class period.
	+ Destructive and disruptive behavior will be dealt with according to Gibbs High School Policy.

PRODUCTION REQUIREMENTS

Students may participate in any aspect of theatre production. Areas of participation might include: Lighting, Scenery, Sound, Costumes or Stage Management. Crew Members are required to attend all mainstage productions.

Students who elect to participate as technicians will be expected to attend all after school technical rehearsals. Approximately two weeks before opening night the rehearsal hours may increase into the evening. Two weeks before opening night, there will be required technical and dress rehearsals after school. A rehearsal schedule will be handed to all cast and crewmembers by the second rehearsal after the posting of the cast list. Those rehearsals that are exceptions to the Monday-Friday time slot will be noted on the rehearsal schedule.

Students are responsible for being dressed appropriately and have a contracted submitted by the beginning of tech week. Failure to do so may require the suspension of the student from the production. A student may also be dropped from a production for discipline reasons or infractions of general school policy.

PROCEDURES AND GUIDELINES - DESIGN TECHNOLOGY

PARTICIPATION:

A grade of “A” will be earned by the student who:

 1. Anticipates work that needs to be accomplished after talking with instructor and takes on the responsibility of getting the job accomplished in a timely fashion.

 2. Assisting others and working well with peers and supervisors.

A grade of “B” will be earned by the student who:

 1. Completes an assigned task after it has been requested that he/she do the job.

 2. Works quickly and efficiently.

 3. Upon completion of the task the student requests further work from the supervisor.

A grade of “C” will be earned by a student who:

 1. Is given a task to perform and completes the task, yet does so with minimal interest and with limited pride in their work.

 2. Who instead of seeking further work, “hangs out” and waits for further instruction. (If asked, “What are you doing?”, This is a good clue that we think you are not doing anything constructive.)

 3. Discourteous to others.

 4. Tardy to class.

A grade of “D” or “F” will be earned by a student who:

 1. After being assigned a task, completes the job at his or her discretion and disappears.

 2. Makes excuses as to why he or she cannot work.

 3. Skips class or skips part of class.

 4. Leaves early.

 5. Does not work well with others as a team member.

6. Has limited or no pride in their work.

DRESSING OUT

All Design Technology Department students must dress in a fashion that enables them to move freely. However, the following items should not be worn in lab classes:

* Baggy shirts and pants
* Open-toe or open-heel shoes, or shoes with a high heel
* Dresses and skirts
* Long necklaces, bulky rings and bracelets
* Students who are on a running crew for a production must wear all black: black pants, black shoes and socks and a black shirt. No hats may be worn at any time.

PROPER USE OF TOOLS

Each student will be trained on a number of hand tools, power tools, and other types of machinery. It is imperative that each student understands the proper handling and possible dangers of each tool. If the student does not feel comfortable with a particular tool, he/she should check with his/her supervisor for a demonstration of proper use and handling. Intentional misuse of equipment will result in disciplinary action.

CALLBOARD

The PCCA Theatre Department callboard is located on the first floor of building 4 across from 4-116. That is the one consistent method of communication between the department and the students. Notices of auditions, rehearsal schedules, college and other auditions, Thespian news and other information of interest to Theatre students is posted there. It is the students’ responsibility to read the callboard every day.

DESIGN TECHNOLOGY INVOLVEMENT

Students will choose from a designated list of job assignments with the approval from the technical staff. Upon selection, students will complete a contract that is signed by a parent and submit it to the technical department chair one week before technical rehearsal week, which will be considered a contractual agreement to do production work. This contract will enable students to receive a letter grade in the PCCA Tech class of his or her choice. Failure to fulfill the obligations of this contract without prior consent of the department chairman will result in the student being considered undependable for future production involvement and will result in having an unsatisfactory grade incorporated into the next chosen class.

EXPECTATIONS OF STUDENTS CONTRACTED IN THE AREA OF Design TECHNOLOGY

 1. Attend all production meetings (unless excused prior to that meeting).

 2. Complete all renderings, technical drawings or models required by the schedule set in the production meetings.

 3. Be present for all run-throughs, technical rehearsals and dress rehearsals of the performance.

 4. Be present and fulfill all obligations assigned at strike.

5. Fulfill any additional responsibilities assigned during production meetings.

EXPECTATIONS OF STUDENTS CONTRACTED IN THE AREA OF RUNNING CREW

 1. Be present at all production run-throughs, technical and dress rehearsals and performances.

 2. Be present one and a half hours before each production unless call is set for a different time.

 3. Fulfill all obligations as assigned by the student or faculty designer.

 4. Work in a safe, courteous and professional manner at all times.

 5. Be present and fulfill all obligations assigned at strike.

6. Wear appropriate black clothing.

FEES

Studio Fee for Make-Up Course

Each semester students in the PCCA Stage Makeup class are required to pay a $15.00 lab fee to help defray the cost of materials used in quantities adequate for the makeup projects planned. Due to the uniqueness of some materials, outside vendors must be used. Lab fees cover such items as pancake, greasepaint and crème stick base, latex, crepe hair, spirit gum, makeup remover, derma wax and casting material for three-dimensional work.

TECHNICAL THEATRE FEE

Design Technology students will acquire a rather extensive portfolio of their own personal artwork as they advance through our program. As most of this work will become their property and will be vital to the process of securing college admission and possible scholarships upon graduation, it is essential that shared funding be addressed.

Students in the PCCA Design Technology Department may be required to pay a $30.00 lab fee to help defray the cost of quality tools and materials used in quantities adequate for the intensity of the program. Due to the uniqueness of some materials, outside vendors must be used. Lab fees cover such items as design technology portfolio materials and standard design technology lab tools; tape measures, adjustable wrenches, a flashlight, shears, etc. Students will have access to specialized materials for required classes and are encouraged to purchase supplies for future projects.

EXTENDED HOURS

All PCCA Design Technology students must obtain 6 Thespian point during the first semester and 8 Thespian points of experience during the second semester. Attendance at all day events/theme parks (i.e., Sea World, Epcot, Gasparilla) will be awarded a maximum of 1 point, provided the student does a write-up of the event.

Students must fill out and sign a production contract for all productions. Parent signatures are required on the contract signifying the students’ commitment to a particular production, as well as parental awareness of the student’s contracted dates. Written reports (write-ups) must be prepared for all extended day activities and submitted 2 weeks after the close of the contracted production. Failure to complete write-ups and points will result in probation.

REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION– DESIGN TECHNOLOGY

COURSE OF STUDY

All PCCA Design Technology majors starting in their freshman year must complete a minimum of twelve credit hours of coursework in the technical theatre curriculum. All majors must take the following courses:

* Technical Theatre Design and Production I - Basic Skills
* Architectural Design & Drawing I - Technical Skills
* Theatrical Theatre Design and Production 4 Honors - Design
* Visual Technology 3 Honors - Senior Seminar
* Four credit hours in Technical Theater Design and Production - Scenic Lab\*
* Four credit hours in Fine Craft Studio Art - Costume Lab\*

*\*Note: Lab credits must be spread across all four years of study. A student must enroll in at least two lab classes per year.*

In addition to the minimum requirements, a student may select from the following courses to enhance their area of study:

* Mass Media - Publicity
* Stage Makeup
* Acting I
* Theatre History
* Playwriting
* Keyboard
* Art History
* Video Production

All majors may select from the following courses to complete their course of study:

* Scenic Lighting and Sound Lab
* Costume Construction Lab
* Classes from Performance Theatre
* Theatre Management/Publicity
* Graphic Design

STATUS IN PROGRAM

All PCCA design technology students must be evaluated each semester by a panel of adjudicators. Preparation for evaluation is mandatory. Failure to do a semester evaluation by the end of the semester, without proof of extenuating circumstances, is automatic grounds for dismissal from the program. Evaluation of the portfolio is the means by which a student’s status in the program is determined.

LOWER DIVISION & UPPER DIVISION

Students will be evaluated to check artistic and academic growth as well as growth of technical knowledge. Preparation for this evaluation should include class projects such as renderings, technical drawings, photography assignments and sketches. Production work must be submitted in the form of a write-up that briefly describes the production assignment completed, responsibilities, as well as any problems and insights the student encountered. Students should also submit prompt books, production photographs and prop lists.

 **Evaluation Criteria:**

 -Presentation of materials

 -Verbal justification of design choices and proof of artistic growth

 -Content and amount of material presented

 -Proof of extended hours/participation

In order to ascertain artistic growth, it is necessary for students to retain work from each review and be able to present it at subsequent reviews. During the last review in the students’ junior year, the faculty will select work that they believe should be in the students’ senior portfolio. Work that is selected should then be matted, printed or otherwise be prepared to presentation quality.

SENIOR PROJECT

By means of a senior project, the student will demonstrate his/her acquired knowledge and skill in one of the areas of technical productions.

PROCESS

1. Each Design Technology senior must submit a typed proposal to three PCCA faculty members (two of these committee members must be from the Design Technology Department) by the end of the first quarter of the senior school year. The proposal must clearly state his/her objectives and cover each of the following:
	* A clearly stated educational objective (“The student will. . .”).
	* Full description of student’s duties and responsibilities, with deadlines and performance dates noted.
	* A list of criteria on which the student expects to be evaluated.
	* The signature of the three faculty members on the committee, as well as the student’s signature.
	* The proposal must be approved by the end of the first grading period.
2. It is the student’s responsibility to keep the faculty informed of his/her progress at all times. A minimum of four meetings should be scheduled by the senior with his/her committee to solve problems and check progress. Failure to schedule these meetings will result in an uninformed faculty - something to be avoided at all cost. Each senior will be responsible for working toward and meeting the assigned deadline. The Senior Project Checklist must be utilized throughout the project; a checklist that requires a minimum of four assessments. The Senior Projects Director will give out this checklist. The senior will keep a journal of his/her progress, as well as a log of hours. This journal should be presented at all meetings, as well as the final critique. Students should demonstrate organizational skills and be diligent in their work. If after-school hours are required, then they must request them.
3. The student must arrange a time for his/her final critique and present all relevant materials at that time. During the final critique the student should be able to state his/her objectives, describe the means by which they feel they met these objectives and evaluate themselves on their strengths and weaknesses based on the criteria they set for themselves. The student must also present a finished portfolio of the work chosen during the last review of his/her junior year. This portfolio should include technical drawings, renderings and/or photographs from at least two areas of concentration. All work must be matted or printed.

Criteria for evaluation may include, but is not limited to: presentation of proposal, journals, logs, script analysis, written materials, meeting deadlines, working with others, leading a crew, illustration and rendering techniques.

*NOTE: PCCA Certificates will only be awarded to those students who complete their senior project with a satisfactory rating.*