THE 212 Theatrical Design
COURSE SYLLABUS: Fall 2025

Instructor: Andrea Williams
Office Location: PAC 107
Office Hours: M 1-3pm & F 11-1pm or By appointment
University Email Address: Andrea.Williams@etamu.edu
Preferred Form of Communication**: e-mail**
Communication Response Time: M-8:00 am through F- 4:00pm within 24 hours
Class Meets: T/R 11:00-12:15 in PAC 112

COURSE INFORMATION

Required Text & Materials:
Fundamental of Theatrical Design by Karen Brewster & Melissa Shater
Anna in the Tropics by Nilo Cruz

Required Semester Viewing:
Student Showcase
September 24th – 27th at 7:30pm September 28th at 3:00pm

Suzette Who Set to Sea
Directed by Dr. Carrie Klypchack
November 21st-22nd at 6:00pm and November 23rd at 3:00pm

Course Description

Provides the student with the basic knowledge of theatrical design. Familiarizes students with the methods, materials, vocabulary, concepts and processes involved in the design of scenery, costumes, lighting and sound for theatre production. Emphasis of this course will be on the process of how to design, how to think like a designer, and how to communicate as a designer.

The *syllabus/schedule are subject to change.*

Student Learning Outcomes

- Recognize and utilize design terminology, color theory and visual composition to communicate conceptual ideas for a theatrical design.
- Analyze a script for design purposes
- Interpret analysis of text into design ideas using research and visual inspiration.
- Demonstrate insight into text and design idea development by using images to convey ideas.
- Demonstrate the ability communicate visually.

COURSE REQUIREMENTS

Projects:

Exercises (5-10 pts. Each)	100 pts
Scenic Design Project #1	10 pts
Scenic Design Project #2	20 pts
Costume Design Project #1	10 pts
Costume Design Project #2	20 pts
Lighting Design Project #1	10 pts
Lighting Design Project #2	20 pts
Anna in the Tropics – Analysis	30 pts
Anna in the Tropics Roughs	30 pts
Production Viewing (5pts each)	10 pts
Research Notebook	40 pts
Anna in the Tropics Final Designs	100 pts
Total:	400 pts

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Assessments

You will be graded on the progression of your own work not how it compares to someone else's. We all start at different artistic skill levels, I want to see how you incorporate assessment and practice not how well your work stacks up against someone else's.

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A grade of "A" will not be assigned to any individual who has not completed ALL class assignments; regardless of average.

Attendance

You are allowed 2 unexcused absences for the semester. After that every unexcused absence will result in a full letter grade drop from your final grade. If you have 6 unexcused absences, you will fail this course. If you are more than 10 minutes late that counts as tardy and for every 2 times tardy = unexcused absence.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:
If at any time during this course you are in need of further explanation or should need to speak with me about the course or its outcomes, please reach out to me. I am always

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available by email. Please communicate, I can't help if I don't know there's an issue or a question.

Email Policy:
Before sending me an email with a general course-specific question, **review your syllabus/look at the handouts/check myLeo Online/ask a classmate first**. If your question has already been addressed in one of those places, then you will have the answer you need. If your question does not exist, please feel free to email me.
 When emailing me: Please make your emails clear and concise, written with proper grammar in order to assure my earliest attention. In addition, please follow some common "email etiquette" procedures in order to keep our electronic communication effective and efficient. Specifically:

- Write a relevant subject line (e.g., "Theatrical Design question," or "THE 212 meeting request")
- Address me by name (ie: "Dear Professor Williams" or "Hi Andrea" or just "Andrea")
- Bonus: "meaningless niceties" are never a bad idea!
- Concisely state what it is you need. If it can't be communicated in a concise manner, perhaps request an appointment. **If requesting an appointment**, give me times that you are available **in the initial email!!!** It helps things go faster if I have your availability to compare to mine.
- Use a "sign-off" ("Thank you" is always good) and **sign your name**.

Not following these guidelines potentially puts you at the bottom of my list for response time.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Late Work:
Is accepted at the discretion of the instructor.

Extra Credit:
Can be offered at the discretion of the instructor.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. https://inside.etamu.edu/admissions/registrar/documents/studentGuidebook.pdf.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedures 13.99.99.R0.01 http://www.etamu.edu/admissions/registrar/generalInformation/attendance.aspx

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form

http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Students Academic Integrity Policy and Form

Graduate Student Academic Dishonesty Form

https://inside.etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
East Texas A&M University
Velma K. Waters Library Rm 162

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Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu

Website: Student Disability Services

https://www.etamu.edu/student-disability-services/

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
Web url:
http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at ETAMUA&M is located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit **www.etamu.edu/counsel**

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Mental Health and Well-Being
The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

http://telusproduction.com/app/5108.html

AI use policy [Draft 2, May 25, 2023]

East Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

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COURSE OUTLINE / CALENDAR

Wk 1 – Read Chapter 1 Script Analysis
August 26th/28th

Wk 2 – Script Analysis
September 2nd/4th

Wk 3 – Read Chapter 2 Objectives of Theatrical Design, Read Chapter 4 collaboration
September 9th/11th

Wk 4 – Read 5 Design Elements
September 16th/18th

Wk 5 – Read Chapter 6 Design Principles and Visual Composition
September 23rd/25th

Wk 6 –, Chapter 8 Costume Design
September 30th/October 2nd

Wk 7 – Costume Design Cont.
October 7th/9th

Wk 8 – Read Chapter 7, Scenic Design
October 14th/16th

Wk 9 –, Scenic Design Cont.
October 21st/23rd

Wk 10 – Read Chapter 9, Lighting Design
October 28th/30th

Wk 11 – Lighting Design Continued
November 4th/6th

Wk 12 – Chapter 3 Research, Anna in the Tropics Script Analysis due Nov. 13th
November 11th/13th

Wk 13 – Research Notebook due Nov. 20th
November 18th/20th

Wk 14 – Research/Roughs **Thanksgiving break Nov 26th-28th**
November 25th

Wk 15 – Rough design due December 2nd,
December 2nd/4th

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Wk 16 – Finals Week

Final – Scenic, Costume, and Lighting Designs for Anna in the Tropics
Final presentation is at 10:30am Tuesday December 9th