

# Oakland School for the Arts

School of Production Design Syllabus

2017 / 2018

Production Design Chair: Jean-Francois Revon

Production Design, Faculty: Jon Taylor

[jfrevon@oakarts.org](mailto:jfrevon@oakarts.org)

Welcome to the School of Production Design's 2017/18 school year!

THIS DOCUMENT IS REQUIRED READING FOR ALL PRODUCTION DESIGN PARENTS/GUARDIANS AND STUDENTS. By reading and signing this document, you are acknowledging that you understand and agree to adhere to all Course Policies. If you do not understand or agree to adhere to all Course Policies, please communicate to Mr. Revon directly.

**The School of Production Design, will prepare your child for college. To reach that goal, your child must complete all assignments on time and come prepared to class.**

**The Production Design teachers need you to contribute to the success of your child's education. Parental participation is vital to this emphasis. It is essential for you to be involved and aware of the academic and artistic progress of your child, as well as volunteer to help with OSA productions in our parent volunteer group. Please join us, be part of the Production Design Family, our parent group president will send you information needed to join us.**

**IMPORTANT: Parent meeting are every, second Tuesday of the month, at 7pm, in the Black Box theatre, please join us to get important information in regards to your child education, schedule, and sign up to be apart of our wonderfull productions.**

**As needed, Mr. Revon will contact you personally to discuss your child's progress.**

Performances managed by this department take place outside of regular school hours. It is part of your child's curriculum and grade to do a least **40 (Forty) hours** throughout the school year on OSA productions.

If students do not accomplish their 40 hours throughout the school year, Mr. Revon will assess the consequences, and student's semester grade will be adversely affected.

## **School of Production Design program description:**

This course will introduce students to the fundamental techniques and vocabulary used to create and critique production designs.

Students will develop skills such as script analysis and breakdown, drawing skills, design, stage craft techniques and apply them using a variety of media.

### **Students will study:**

- Safety
- Sketching
- Set design
- Stage craft
- Production Design computer programs
- Lighting design
- Live sound design
- Video design
- Stage management
- Production running crew
- Buisness and contracts
- Portfolio design & presentation

Students will learn how to present conceptual ideas through color rendering and mock-ups, and refine them to be presented to the class and production team.

The course introduces students to various computer programs such as 3-D modeling, drafting, photo retouching, sound mixing, lighting, sound boards programming, and projections.

Throughout the year, students will participate in field trips to various venues observing professionals at work to understand design choices from various productions.

**It is essential for students to understand that even though their interest may be in a specific aspect of Production Design, they must be prepared to work in a professional environment where they will learn all aspects of theater management and design. All students are required to complete the Production Design program and will be graded accordingly.**

### **Required Materials**

Students will need by September 5<sup>th</sup> 2017.

- Clothing for painting, carpentry: closed toed shoes, shirt, and pants.
- Closed-toe shoes must be worn in class at all times.
- Graphite pencil set (at least 3 varieties of graphite; hard to soft)
- Erasers (1 white or pink eraser, 3 soft “kneaded” erasers)
- Six or more plain #2 pencils with erasers on the end
- 9” by 12” sketch book

## Course / Class Policies

All OSA policies as outlined in the Student Handbook will be respected.

ATTENDANCE in class is critical. Unexcused absences, tardiness and leaving class early will affect the final grade.

**Important:** parents and guardians must email me at [jfrevon@oakarts.org](mailto:jfrevon@oakarts.org)  
The reason for student's absence or tardy the day it occurs.

PARTICIPATION IN CLASS DISCUSSIONS AND CRITIQUES is also essential. The most important people you will encounter in this course and throughout your education are your peers. For that reason class participation will count as part of the final grade.

PRESENTATION COUNTS. Students will lose grade points for messy workmanship. Students must demonstrate proper care and respect for their work.

HOMEWORK WILL BE NECESSARY for passing this course, primarily in the areas of reading plays, doing research, and sketching.

PROJECTS MUST BE TURNED IN ON TIME. Every day the project is late – the final grade for that project drops.

SUPPLIES AND MATERIALS MUST BE HANDLED WITH RESPECT. All students are responsible for setting up and cleaning up project materials and tools, and properly storing all materials at the end of each class. Waste and misuse will not be tolerated.

CLASS COMPUTER USAGE: Students will have access to the School of Production Design class computers, two students or more per computer. Any students mistreating the School of Production Design equipment may lose access to the equipment. It is not authorized to use computer for non class work, such as social media, music streaming, video streaming, emails.

TO MAINTAIN A SAFE AND ORGANIZED ENVIRONMENT, all art students will be assigned to rotational clean-up teams. Failure to comply will result in students being detained until their area is sufficiently cleaned. Part of the final grade for this course includes how well you help to keep our work environment clean and organized.

RESPECT OTHER PEOPLE. - Their opinions, their creative processes, and endeavors.

SAFETY, all students are taking a safety class, and must pass the SAFETY TEST, to before using tools in the class.

HAVE FUN – as much as possible, while working hard.

## **OSA Vision Statement:**

*Oakland School for the Arts balances a comprehensive academic curriculum with an immersive arts program, providing students unique opportunities for learning, expression and personal growth. OSA's academic and arts programs challenge students, build discipline and confidence, and effectively prepare creative youth to achieve their individual potential both in and outside of the arts.*

This course has been designed with that mission in mind, it serves as a first step toward understanding Production design as a way of life and establishing the discipline and standards that will help any student succeed wherever life may take them. The grading breakdown is as follows:

### **GRADING:**

The students' grade in this class will be based on the accumulation of 100 points. Class grades will be calculated as follows:

Category 1: **Sketching:** = **10%**

- Weekly sketch are due every Monday, except during production tech week.

Sketches are graded on: effort, quality of the drawings, innovation.

Category 2: **Class Participation & Etiquette** = **20%**

- Willingness to fully participate in group critique and to initiate questions and discussion
- Preparation for and execution of class assignments and projects
- Raising of the hand before talking
- Classroom set-up and clean-up
- *Disrespect and general gossiping is not tolerated*

Category 3: **Class work:** = **30%**

Both in-class and homework assignments will be graded on the following criteria:

- Effort
- Presentation / articulation
- Aesthetic impact / conceptual weight
- Following instructions/ fulfillment of requirements
- Comprehension of assigned material

Category 4: **Production Work:** = **40%**

- Construction, installation, and running all productions supported by Production design.

**A** (93%-100%) Student pushes the boundaries of class material, constantly seeking a keener understanding of the subject matter. He or She is a leader in classroom activities and asks thoughtful questions. All work is completed in a manner that demonstrates great pride and commitment.

**A-** (90%-92%) Student demonstrates a mastery of all class material. He or She is a leader in classroom activities and asks thoughtful questions. All work is completed in a manner that demonstrates commitment to their art and is turned in on time.

**B+** (87%-89%) Student demonstrates a thorough understanding of all class material. He or She participates in classroom activities and asks thoughtful questions. All work is completed and turned in on time.

**B** (83%-86%) Student demonstrates a thorough understanding of most class material. He or She participates in classroom activities and contributes to class discussions. All work is completed and turned in on time.

**B-** (80%-82%) Student demonstrates an understanding of most class material. He or She participates in classroom activities and occasionally contributes to class discussion. All work is completed and turned in on time.

**C+** (77%-79%) Student demonstrates an understanding of some class material. He or She participates in classroom activities and is not distracting in class. All work is turned in.

**C** (73%-76%) Student demonstrates an understanding of some class material. He or She is well behaved and not distracting in class. All work is turned in.

**C-** (70%-72%) Student demonstrates an understanding of some class material. He or She is usually well behaved and respectful in class. All work is turned in.

## **IMPORTANT NOTICE ABOUT UNSATISFACTORY GRADE:**

Students who fail in his/her academic classes or receive an Production design grade below **C**, will be required to make up all work not turned in or not executed appropriately.

Work turned in late will require extra work to allow the student to bring his/her grade up. The consequences for a **C-**, are as follows:

Students failing academic classes may be required to complete academic assignments during Production Design class time. In this case students may miss out on productions and events. The academic support team will determine what the student needs to do in this case.

If they are failing in Production design, they will work directly with the teachers to catch up on their work. This means extra work (after school) for the student and extra attention from their parent(s) /guardian(s).

The student will **NOT** be named in the program, but will be required to be present and doing his/her work in the position he/she took in the production or the project during class time only, as they will not be allowed during the actual shows. If the student does not accomplish their duty, it will impact their grade, and further consequences will be put in place.

**Criteria to be eligible to participate in a show is:**

- minimum 2.5 GPA to perform in the next quarter
- no failing grades (no Fs)

\*Students must attend all academic and arts classes on the day of their show or event in order to be eligible to perform.

2017 / 2018	Production Design	Calendar
Opening Date	Show & Location	Design Role
October 25th	Instrumental Faculty Concert - Sweets	Light Sound
October 20 <sup>th</sup>	We make the multiverse The Flight Deck	Lily Marylander Props
October 27 <sup>th</sup> , 28 <sup>th</sup> , 29 <sup>th</sup> at 7pm	Haunted House Black Box	Set Light
November 3rd	Vocal Music Concert Sweets	Light Sound
November 8 <sup>th</sup> , 9 <sup>th</sup>	Junior/Senior Portfolio presentation	All
November 20 <sup>th</sup> – 24 <sup>th</sup>	Thanksgiving Holiday	
November 28 <sup>th</sup> 1:50pm	Fire Drill	
December 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> 10 <sup>th</sup>	The Little Mermaid Black Box	Light Sound (Set created by School of Theatre)
December 7 <sup>th</sup>	New World Dis-Order The Flight Deck	Light Mamyana, Amari
December 9 <sup>th</sup>	Instrumental Music, Large Ensemble Sweets	Light Sound
December 22 <sup>nd</sup> to January 5 <sup>th</sup>	Winter Break	

2017 / 2018	Production Design	Calendar
Opening Date	Show & Location	Design Role
January 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup>	Danny and the deep blue sea Black Box	Build risers. (No set) Light Sound
January 24 <sup>th</sup> , 25 <sup>th</sup> , 26 <sup>th</sup>	Finals week	Finals week
March 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	OSA Art Festival Black Box Sweets Ballroom	Set Light Sound
March 1 <sup>st</sup> – 4 <sup>th</sup>	Jesus Moonwalks The Mississippi Black Box	Some set Light Sound
March 9 <sup>th</sup>	Literary Art Spring Reading Black Box	Light Sound
March 16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup>	Ohlone Theatre Festival Fremont	All
March 22 <sup>nd</sup> , 23 <sup>rd</sup>	Instrumental Music, String Ensemble Black Box	Light Sound
April 2 <sup>nd</sup> – 6 <sup>th</sup>	Spring Break	
April 12 <sup>th</sup>	Classical Guitar Recital (Tentative - Sweets)	Lights Sound
April 19 <sup>th</sup> through 29 <sup>th</sup>	Good Kids The Three Penny Opera Black Box	Set Light Sound
April 20 <sup>th</sup> , 21 <sup>st</sup>	Instrumental Music Concert Sweets	Light Sound
May 4 <sup>th</sup>	Vocal Music Spring Show Fox Theatre	Set Light Sound
May 10 <sup>th</sup>	Guitar Concert Black Box	Light Sound
May 11 <sup>th</sup> , 12 <sup>th</sup>	Music Combo Concert Black Box	Light Sound
May 14 <sup>th</sup> , 15 <sup>th</sup> , 17 <sup>th</sup>	Middle School Showcases Sweets Ballroom	Light Sound
May 16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup>	Fashion Show Black Box	Set Light Sound
May 29 <sup>th</sup> , 30 <sup>th</sup>	Sophomore Portfolio presentation	All
May 31 <sup>th</sup> , June 1 <sup>st</sup>	Freshman Portfolio presentation	All

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**School of Production Design**

2017/18

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**AGREEMENT**

I have reviewed this Production Design syllabus (8 pages) in it's entirety with my child and understand and agree to all policies and schedules.

**Please put in order of preference which productions you would like to volunteer for, this is so you can plan ahead.**

\_\_\_\_\_ : Haunted House October 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>.

\_\_\_\_\_ : OSA Art Festival, March 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>.

\_\_\_\_\_ : Fashion Show May 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>.

\_\_\_\_\_  
**Student Print Name**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian print name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Revon, Department Chair

\_\_\_\_\_  
Date

*Please sign this copy and **keep it** for your records.*



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\_\_\_\_\_  
**Student Print Name**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian print name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Revon, Department Chair

\_\_\_\_\_  
Date

***Please sign this copy and Return to Mr Revon By Friday September 8<sup>th</sup> 2017.***