

# THTR 250

## INTRODUCTION TO DESIGN

MWF 11:30-12:20 IN CFTA 210

INSTRUCTOR: JIM BILLINGS

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### COURSE DESCRIPTION:

THIS COURSE IS AN INTRODUCTION TO DESIGN. (JUST LIKE THE NAME)

IT IS A COMBINATION OF LECTURE AND HANDS-ON LEARNING WITH CONCEPTS REINFORCED BY EXAMPLES. OUR LEARNING GOALS WILL BE:

- LEARN AND USE VOCABULARY OF DESIGN.
- APPLY FOUNDATIONAL CONCEPTS TO DESCRIBE HOW DESIGN TOOLS FUNCTION AND HOW THEY CAN BE USED TO COMMUNICATE.
- ANALYZE DESIGN AND SCRIPT STRUCTURE.
- LEARN ABOUT AND PRACTICE COLLABORATION.

### COURSE DELIVERY:

MY INTENTION IS TO HAVE AS MUCH FACE-TO-FACE TIME AS POSSIBLE. INITIALLY, 1 / 2 OF THE CLASS WILL MEET IN THE CLASSROOM ON MONDAY, THE SECOND 1 / 2 OF THE CLASS WILL MEET IN THE CLASSROOM ON WEDNESDAY AND WITH THE BALANCE OF THE CLASS ATTENDING ON ZOOM ON THEIR "DAY AWAY". FRIDAYS WILL BE ME IN THE CLASSROOM LECTURING ON ZOOM. WE ALL KNOW THIS SITUATION IS CONSTANTLY CHANGING, SO WE WILL BE FLEXIBLE.

### COURSE GOALS:

UPON COMPLETING THIS COURSE, YOU WILL BE ABLE TO:

- APPLY DESIGN VOCABULARY AND DESCRIPTIONS WHEN SPEAKING ABOUT DESIGN.
- IDENTIFY DESIGN TOOLS AND MAKE CHOICES ABOUT WHERE TO USE THEM.
- APPLY THE FOUNDATION INFORMATION IN UNDERSTANDING HOW DESIGN TOOLS WORK.
- APPLY CORRECT TERMINOLOGY IN ASSESSING DESIGN AND SCRIPT ANALYSIS.
- READ AND UNDERSTAND SOME OF THE DESIGN DOCUMENTS COMMONLY USED IN THE INDUSTRY.

### TEXTBOOKS AND MATERIALS:

A SKETCHBOOK - AT LEAST 8X10. NO TEXTBOOK REQUIRED.

SOME BASIC ART SUPPLIES, PENCILS, PAPER AND BLACK INK PENS.

WE MAY BE VENTURING INTO THE THEATRE. NO BARE FEET OR OPEN-TOED SHOES WILL BE ALLOWED. THEATRES ARE DANGEROUS AND UNPREDICTABLE ENVIRONMENTS.

### COMMUNICATION:

ALL E-MAIL COMMUNICATION WILL BE THROUGH YOUR NMSU E-MAIL ACCOUNT. EMAIL IS THE BEST WAY TO GET IN TOUCH WITH ME ([JBILLING@NMSU.EDU](mailto:JBILLING@NMSU.EDU)) I AM NOT RELIABLY NEAR A PHONE, BUT FEEL FREE TO TRY MY OFFICE NUMBER (646-5041) OR, STOP BY MY OFFICE. I WILL ALWAYS TRY TO RETURN ANY E-MAIL WITHIN 24 HOURS.

PLEASE DON'T HESITATE TO CONTACT ME WITH ANY PROBLEMS, QUESTIONS OR CONCERNS.

## GRADING:

1). PROJECTS (75%) WEEKLY PROJECTS AND PRESENTATIONS

2). CLASS PARTICIPATION (25%) CLASS PARTICIPATION IS EXPECTED OF ALL STUDENTS. THE MAJORITY OF THIS CLASS WILL BE AN INFORMAL LECTURE FORMAT. I WILL PROVIDE YOU WITH BASIC COURSE INFORMATION, HOWEVER, QUESTIONS PROVIDE ADDITIONAL DEPTH FOR CLASS INFORMATION. THE MORE YOU INVEST IN THE CLASS, THE MORE VALUABLE IT WILL BE. SOME OF THE PROJECTS MAY BE GROUP PROJECTS TO UNDERLINE THE IMPORTANCE OF COLLABORATION. IN THAT CASE, YOUR CLASS-MATES MUST BE ABLE TO RELY ON YOU.

3). ATTENDANCE: LECTURES FORM THE MAIN SOURCE OF INFORMATION IN THIS CLASS, CONSEQUENTLY, IT IS IMPORTANT FOR YOU TO COME TO EVERY CLASS. ATTENDANCE WILL BE TAKEN. YOU ARE ALLOWED TO MISS 4 CLASS PERIODS DURING THE SEMESTER FOR ANY REASON, WITHOUT PENALTY. EACH CLASS MISSED BEYOND 4 ABSENCES IS CONSIDERED TO BE UN-EXCUSED. SIGNED MEDICAL EXCUSES ALLOW YOU TO MAKE UP WORK MISSED, AND DO NOT ERASE ABSENCES. IF YOU ARE ATTENDING CLASS VIA ZOOM, YOU MUST HAVE THE VIDEO ON TO BE COUNTED PRESENT.

FAILURE TO ATTEND CLASS WILL RESULT IN A FAILURE IN THIS CLASS. THE INSTRUCTOR WILL NOT AUTOMATICALLY DROP STUDENTS FOR LACK OF ATTENDANCE, BUT RESERVES THE RIGHT TO DO SO, WITHOUT FURTHER NOTICE IF A STUDENT MISSES 3 OR MORE CONSECUTIVE CLASSES.

## COURSE REQUIREMENTS:

THIS CLASS IS REQUIRED FOR ALL THEATRE MAJORS. WHILE WE ARE REQUIRED TO MEET AT LEAST PARTIALLY REMOTELY, YOU MUST HAVE ACCESS TO A COMPUTER AND INTERNET DURING CLASS TIME.

## COURSE EXPECTATIONS

I EXPECT YOUR FULL ATTENTION, THEREFORE I HAVE A STRICT POLICY AGAINST THE UN-AUTHORIZED USE OF ELECTRONIC DEVICES DURING CLASS TIME. I ALSO EXPECT THAT YOU WILL BE RESPECTFUL OF OTHER STUDENTS AND LISTEN AND RESPOND RESPECTFULLY AND CONSTRUCTIVELY DURING DISCUSSIONS.

IN RETURN, I PROMISE THAT I WILL ALWAYS MAKE TIME FOR YOU. I WILL LISTEN AND RESPOND RESPECTFULLY IN DISCUSSIONS AND TO ANY COMMENTS OR CONCERNS YOU MAY HAVE.

## GRADING POLICY

MY GRADING SCALE IS:

FOR EXCEPTIONAL WORK 100-90% = "A"

FOR GOOD WORK 89-80% = "B"

FOR COMPLETED, AVERAGE WORK 79-70% = "C"

FOR BELOW AVERAGE WORK 69-60% = "D"

FOR WORK THAT IS FAILING OR INCOMPLETE 59% OR LESS = "F"

I DO NOT USE FRACTIONAL GRADING. MINIMUM PASSING GRADE FOR "S" OPTION STUDENTS WILL BE "C" WORK.

## COURSE SCHEDULE

### SECTION ONE —GETTING STARTED — MODULE 1 ( 1WEEK )

OUR OBJECTIVES ARE TO REVIEW COURSE REQUIREMENTS AND  
EXPECTATIONS

WEEK #1

CLASS INTRO, WHERE ARE YOU? — PERSONAL QUIZ, ASSIGN  
PERSONAL MANIFESTO

### SECTION TWO — TOOLS FOR DESIGN — MODULE 2 (4 WEEKS)

OUR OBJECTIVES ARE TO: CREATE SOME DEFINITIONS AND IDENTIFY SOME TOOLS  
DESIGNERS USE

WEEK #2

PRESENT AND DISCUSS PROJECT #1  
WHAT IS DESIGN? THE IMPORTANCE OF UNDERSTANDING  
DESIGN, HOW DO WE USE DESIGN?  
ASSIGN PROJECT #2 — VISUAL THINKING ICEBREAKER

WEEK #3

PRESENT AND DISCUSS PROJECT #2  
DESIGN TOOLS, ELEMENTS OF VISUAL DESIGN  
ASSIGN PROJECT #3 - INFORMATION COLLAGE

WEEK #4

PRESENT AND DISCUSS PROJECT #3 MORE ELEMENTS OF VISUAL DESIGN  
ASSIGN PROJECT #4- DESCRIBING DESIGN

WEEK #5

PRESENT AND DISCUSS PROJECT #4  
DESIGN PRINCIPLES, AND CONSIDERATIONS IN DESIGN  
ASSIGN PROJECT #5 - SO YOU WANT TO DO A PLAY?

### SECTION 3 -DESIGN FOUNDATIONS - MODULE 3 - ( 3 WEEKS )

OUR OBJECTIVES ARE: TO CREATE A FOUNDATION FOR GOOD DESIGN UNDERSTANDING  
THROUGH A LITTLE HISTORY- BEGIN SOME CRITICAL THINKING

WEEK #6.

PRESENT AND DISCUSS PROJECT #5 HISTORY OF THEATRE SPACES,  
EQUIPMENT AND DESIGNERS DISCUSS HOW TO WATCH A PLAY FOR  
DESIGN EVALUATION ASSIGN PROJECT #6 - SCALE REFERENCE  
FIGURE

WEEK #7      PRESENT AND DISCUSS PROJECT #6  
MORE HISTORY,SOME ART MOVEMENTS ( THE "ISMS") ASSIGN PROJECT #7 -  
FAMILIAR OBJECT AS AN "ISM"

WEEK #8      CRITIQUE #1 DUE, PRESENT AND DISCUSS PROJECT #7 PROPAGANDA,  
ASSIGN PROJECT #8 - THE PERSUASIVE IMAGE OR OBJECT

## SECTION 4 –THE WORLD OF THE PLAY - ( 5 WEEKS )

OUR OBJECTIVES ARE: UNDERSTAND DIFFERENCES IN DIFFERENT DESIGN JOBS AND  
RESPONSIBILITIES. LEARN ABOUT RESEARCH. UNDERSTAND HOW COLLABORATION WORKS  
IN THE CREATIVE PROCESS

WEEK #9      PRESENT AND DISCUSS PROJECT #8  
THE WORLD OF THE PLAY, ANALYZING A SCRIPT ASSIGN PROJECT #9  
INTERNAL RESEARCH

WEEK#10      PRESENT AND DISCUSS PROJECT #9  
RESEARCH, HISTORICAL PERIODS, EXTERNAL RESEARCH ASSIGN PROJECT  
#10-EXTERNAL RESEARCH

WEEK #11      PRESENT AND DISCUSS PROJECT #10 THE WORLD OF THE PLAY:  
ENVIRONMENT – SCENIC DESIGNER,  
ADDING DETAIL TO THE WORLD-THE PROP DESIGNER WHAT IS MEANT TO BE  
SEEN – LIGHTING DESIGNER ASSIGN PROJECT #11 -FILLING THE  
ENVIRONMENT

WEEK #12      PRESENT AND DISCUSS PROJECT #11  
THE WORLD OF THE PLAY:  
WHAT IS HEARD AND UNHEARD-THE SOUND DESIGNER  
THE CHARACTER – COSTUMES AND MAKE-UP  
ASSIGN PROJECT #12 - DRESS YOURSELF

WEEK #13      PRESENT AND DISCUSS PROJECT #12  
THE WORLD OF THE PRODUCTION  
PUTTING IT ALL TOGETHER – COLLABORATION, CONCEPT DEVELOPMENT  
ASSIGN PROJECT #13 - COLLABORATION - CONCEPT ASSIGN MANIFESTO #2

## SECTION 5 – DESIGN AS A LIVING( 2 WEEKS )

OUR OBJECTIVES ARE : UNDERSTAND WAYS DESIGNERS WORK IN THE PROFESSIONAL  
WORLD AND EDUCATIONAL WORLD, SUMMING UP

WEEK #14      PRESENT AND DISCUSS PROJECT #13  
RESUMES, PORTFOLIOS, CONTRACTS AND NEGOTIATIONS, - COPYRIGHTS,  
APPLICATIONS, SCHOLARSHIPS, INTERVIEWS. ASSIGN RESUME'S (PROJECT  
14) ASSIGN FINAL PROJECT(15)

### THANKSGIVING BREAK

WEEK #15      PRESENT AND DISCUSS MANIFESTO #2 SHOW CRITIQUE#2 DUE  
TURN IN RESUME'S - PROJECT 14  
WAYS TO WORK IN DESIGN, HOW MUCH \$\$?  
ETHICS AND AESTHETICS, CONTRACTS AND NEGOTIATIONS

FINAL EXAM - WEDNESDAY 12/11 8-10 AM PRESENT FINAL PROJECTS

## LATE WORK

THEATRE IS A PROFESSION DRIVEN BY DEADLINES. LATE WORK WILL ONLY BE ACCEPTED IN EXCEPTIONAL CIRCUMSTANCES. LATE WORK THAT IS ACCEPTED WILL LOSE 5% PER CLASS DAY.

## ACADEMIC INTEGRITY

I HAVE A ZERO TOLERANCE POLICY ON ACADEMIC INTEGRITY. IF YOU DO SOMEONE ELSE'S WORK OR USE SOMEONE ELSE'S WORK AND I BECOME AWARE OF IT, YOU WILL BE DISMISSED FROM THE CLASS AND REFERRED TO THE DEPARTMENT HEAD AND DEAN'S OFFICE. THE STUDENT CODE OF CONDUCT DEFINES ACADEMIC MISCONDUCT, NON-ACADEMIC MISCONDUCT AND THE CONSEQUENCES OR PENALTIES FOR EACH. THE STUDENT CODE OF CONDUCT IS AVAILABLE IN THE NMSU STUDENT HANDBOOK ONLINE: [HTTP://STUDENTHANDBOOK.NMSU.EDU/](http://STUDENTHANDBOOK.NMSU.EDU/)  
ACADEMIC MISCONDUCT IS EXPLAINED HERE: [HTTP://STUDENTHANDBOOK.NMSU.EDU/STUDENT-CODE-OF-CONDUCT/ACADEMIC-MISCONDUCT/](http://STUDENTHANDBOOK.NMSU.EDU/STUDENT-CODE-OF-CONDUCT/ACADEMIC-MISCONDUCT/)

## ACCESSIBILITY SUPPORT

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA) COVERS ISSUES RELATING TO DISABILITY AND ACCOMMODATIONS. IF A STUDENT HAS QUESTIONS OR NEEDS AN ACCOMMODATION IN THE CLASSROOM (ALL MEDICAL INFORMATION IS TREATED CONFIDENTIALLY), CONTACT:

TRUDY LUKEN, DIRECTOR  
STUDENT ACCESSIBILITY SERVICES (SAS)  
CORBETT CENTER, RM. 244  
PHONE: (575) 646-6840

E-MAIL: [SAS@NMSU.EDU](mailto:SAS@NMSU.EDU)  
WEBSITE: [WWW.NMSU.EDU/~SSD/](http://WWW.NMSU.EDU/~SSD/)

NMSU POLICY PROHIBITS DISCRIMINATION ON THE BASIS OF AGE, ANCESTRY, COLOR, DISABILITY, GENDER IDENTITY, GENETIC INFORMATION, NATIONAL ORIGIN, RACE, RELIGION, RETALIATION, SERIOUS MEDICAL CONDITION, SEX, SEXUAL ORIENTATION, SPOUSAL AFFILIATION AND PROTECTED VETERANS STATUS.

FURTHERMORE, TITLE IX PROHIBITS SEX DISCRIMINATION TO INCLUDE SEXUAL MISCONDUCT, SEXUAL VIOLENCE, SEXUAL HARASSMENT AND RETALIATION. FOR MORE INFORMATION ON DISCRIMINATION ISSUES, TITLE IX OR NMSU'S COMPLAINT PROCESS CONTACT:

LAURA CASTILLE, EXECUTIVE DIRECTOR AND TITLE IX COORDINATOR  
OFFICE OF INSTITUTIONAL EQUITY (OIE) – O'LOUGHLIN HOUSE, 1130 UNIVERSITY AVENUE  
PHONE: (575) 646-3635  
E-MAIL: [EQUITY@NMSU.EDU](mailto:EQUITY@NMSU.EDU)  
WEBSITE: [HTTP://EQUITY.NMSU.EDU/](http://EQUITY.NMSU.EDU/).

## TECHNICAL SUPPORT

THE ICT CUSTOMER SERVICE CENTER IS EQUIPPED TO DEAL WITH ALL OF YOUR INFORMATION TECHNOLOGY (IT) AND TELECOMMUNICATIONS NEEDS AT NMSU. THE ICT CUSTOMER SERVICE CENTER HOURS OF OPERATION ARE FROM 8:00 AM UNTIL 5:00 PM MONDAY THROUGH FRIDAY MOUNTAIN TIME. PLEASE FEEL FREE TO CONTACT THEM AT 646-1840 OR VIA E-MAIL AT [HELPPDESK@NMSU.EDU](mailto:HELPPDESK@NMSU.EDU). YOU CAN ALSO GO TO THE [STUDENT TECHNOLOGY HELP](#) WEB PAGE AND [STUDENT RESOURCES](#) LOCATED AT THE [CANVAS](#) WEB PAGE FOR ADDITIONAL INFORMATION ON CANVAS.

# SYLLABUS MODIFICATION

THE SYLLABUS IS THE “ROAD MAP” FOR THIS COURSE. IT ALLOWS BOTH THE STUDENT AND THE INSTRUCTOR TO HAVE AN IDEA WHERE WE ARE GOING, AS WELL AS ALLOWING US TO SEE WHERE WE HAVE BEEN. DATES AND TOPICS MAY SHIFT, DEPENDING ON CLASS DISCUSSIONS AND PACING. I MAKE EVERY EFFORT TO STAY WITH THE SYLLABUS, BUT I DO RESERVE THE RIGHT TO TAKE THE OCCASIONAL “SIDE TRIP” AS WAY OF ENHANCING THE CLASS. ANY MAJOR CHANGES, ESPECIALLY CHANGES FOR DUE DATES, QUIZZES OR EXAMS WILL SHOW UP AS AN ANNOUNCEMENT ON THE CANVAS HOMEPAGE FOR THIS CLASS AND WILL BE NOTED IN CLASS.