

THEA 2311 - Stage Management**SYLLABUS AND COURSE OUTLINE**

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**AVAILABLE DURING OFFICE HOURS OR BY APPOINTMENT ONLY*

COURSE DESCRIPTION:

A course encompassing the basic theatrical stage management skills and procedures, such as budgeting scheduling and personnel management, for the pre-rehearsal, rehearsal and performance periods of a production.

This course provides a basic background in the history and work of Theatrical Stage Managers. Included are script breakdowns and analysis for rehearsal, preparing the prompt book and other paperwork for technical rehearsals and productions, reading technical drawings, audition and rehearsal processes, scheduling and communications, managing equipment and personnel, working with actors, directors, and designers, as well as creating resumes.

COURSE TEXTS:

TEXT:	<i>The Stage Manager's Toolkit</i> by Laurie Kinckman
OTHER READING:	<i>The Stage Management Handbook</i> by Daniel Ionazzi <i>Stage Manager The Professional Experience</i> by Larry Fazio

COURSE LEARNING OUTCOMES:

- Understand the role of the Stage manager and their place in the theatrical structure.
- Learn the organizational and interpersonal skills needed to manage a collaborative project.
- Develop the tools required to practice the art and craft of Stage Management and refine these through practical application.
- Participate in laboratory activities to reinforce classroom material/enhance understanding of the management process.
- Document a full production by assembling a prompt book with all necessary paperwork for an assigned production, including production calendars, cast lists, rehearsal schedules, company rules, production plots and production budgets.
- Partake in Stage Managing a designated Production
- Create/edit a SRSU Stage Management Handbook

STUDENT LEARNING OUTCOMES:

The successful student will be able to demonstrate:

1. knowledge of the various theatrical genres, styles, and works made throughout theatre history;
2. the ability to analyze scripts;
3. the ability to analyze all technical aspects of a theatrical production;
4. describe the theatre process and compose a functional definition for the theatre event;
5. name the basic responsibilities and roles of the playwright, director, actor and designer in the theatre production;
6. have a basic understanding of the difference between tragedy, comedy, melodrama, farce, epic and absurdist theatre and be able to apply them to productions;
7. describe the uniqueness of the theatre art;
8. understand and describe the elements necessary to bring about a unified production;
9. identify a variety of theatre spaces; and
10. know the names and works associated with key figures (playwrights, directors, designers, performers) in the theatre

INSTRUCTIONAL METHODS:

The course will feature lecture and in-class demonstration and exercises outside of class as the primary instructional methods. Students will be expected to complete reading, written and hands-on-based assignments, and will interact with fellow students. Please see information in another section of this Syllabus regarding Accessibility.

PRODUCTION CALENDAR: TBD**GENERAL INFORMATION ON EVALUATION:**

Students will be evaluated, upon the mastery of skills, quality of work/utilization of specific techniques, preparation for class, participation in class, and preparation of appropriate materials necessary to complete assignments. A point system, located

under “Grading,” outlines the approximate weighted breakdown (subject to change based upon prior notice during the semester). Specific information regarding expectations will be provided as assignments are distributed.

EMAIL POLICY

Please be respectful of the Instructor’s time. I will do my best to respond to emails within a 24-hour time period, during regular business hours. Email will not be an acceptable mode of assignment submission. Excuses relating to last-minute emailing will not be accepted. Please plan ahead and use professional, specific language. This is your chance to practice valuable professional skills. PLEASE ALSO SPECIFY WHO THE EMAIL IS FROM!

CLASS SUPPLIES:

Supplies: 2” Binder Clear Sheet Protectors Post-It Notes Highlighters
 Writing Utensils Computer Access Tab Dividers architect scale
 *ADDITIONAL SUPPLIES WILL BE DEMONSTRATED AND MADE AVAILABLE THROUGHOUT SEMESTER

ATTENDANCE:

GENERAL RULES:

Class attendance and active participation are fundamental to superior work. Attendance will be recorded at all class meetings. Each student may receive 2 absences without penalty. DO NOT SQUANDER THESE “FREE” ABSENCES. You may find yourself sick or otherwise unable to attend class. The student will lose one FINAL GRADE for each absence in excess of 2. **A Failing Grade will be issued after 5 absences. NO EXCUSE** will be allowed for an absence on the day you are to present assigned projects nor for the mid-semester or final examinations except as noted in the section “Official Absences”. Attendance for the *full class period* is expected for all classes. Arriving five (5) minutes after the start time of the class is arriving late and the student is marked tardy. The same is true if the student departs early without checking with the instructor prior to class. **Tardiness** is an unacceptable disturbance of the classroom and will affect a student’s grade adversely. **2 occurrences of tardiness equal 1 unexcused absence.**

ATTENDANCE AT EVENTS AND REHEARSALS OUTSIDE OF CLASS TIME WILL BE REQUIRED AND SPECIFIED ON THE PRODUCTION CALENDAR AND COURSE OUTLINE. TBD

OFFICIAL/EXCUSED ABSENCES:

Official Absences are absences which occur when students are involved in an official activity of the college, i.e. field trips, tournaments, etc. Absences for such events shall not count against the number of absences allowed by an instructor. Official absences also include legal activities (i.e. jury duty, subpoenas). Documentation will be required. Prior arrangements must be made for makeup work in order to avoid penalization. An excused absence will be given for illness only if accompanied by official medical documentation. Students who will be absent from assigned responsibilities to observe religious holidays or college-sanctioned events must arrange to present projects and assignments on a date prior to the due date, as arranged with the instructor, within the first 2 weeks of the semester.

GRADING:

GRADES WILL BE BASED ON PERCENTAGES AND ARE ASSIGNED AS FOLLOWS:

- A – **Superior Work:** A level of achievement so outstanding that it is normally attained by relatively few students.
- B – **Very Good Work:** A high level of achievement clearly better than adequate competence in the subject matter / skill, but not as good as the unusual, superior achievement of students earning an “A.”
- C – **Adequate Work:** A level of achievement indicating adequate competence in the subject matter/skill. This level will usually be met by a majority of students in the class.
- D – **Minimally Acceptable Work:** A level of achievement which meets the minimum requirements of the course.
- F – **Unacceptable Work:** A level of achievement that fails to meet minimum requirements of course. Not passing.

COURSE COMPONENT POINTS POSSIBLE

Play Attendance (2 Productions)	20
Rehearsal Attendance	20
Course Assignments	100
Prompt Scripts	40
Resume	20
Production Assignment SM/ASM	100
In-Class Exercises/Participation	50
Prompt Book	100
SM Handbook	50
TOTAL POINTS	500 POINTS

Final Grade Breakdown:	
450-500	A-, A
400-449	B-, B, B+
350-399	C-, C, C+
300-359	D-, D, D+
0-299	F

Grades are assigned by the faculty of record listed under the course number. They do this through their own observations and with consultation of other faculty and staff who have direct knowledge of the students work on the production or in the shop or course. Rubrics will be utilized for some assignment. Please be mindful of the following.

REQUESTING AN INCOMPLETE:

an 'I' signifies that a portion of required coursework has not been completed and evaluated within the prescribed time. Incompletes will be assigned only in cases where instructors conclude that a clearly identifiable pattern of course requirements cannot be met for unforeseen reasons.”

A student must have a passing grade at the time they request an incomplete from the instructor, who at their discretion may or may not award an incomplete as the grade. If it is awarded, the student must complete all remaining coursework in the following semester. An incomplete is not given because a student is unable or unwilling to keep pace with the requirements of a course.

COURSE EXPECTATIONS/EXPLANATION OF POINTS:

PLAY ATTENDANCE ***(Total Points: 20)***

Students will be required to see two (2) PRODUCTIONS during the semester, responding in a written report format. You will be stationed in the booth to observe the show being called by the Production Stage Manager. A guide will be provided before the opening of the production.

REHEARSAL ATTENDANCE ***(Total Points: 20)***

Students will be required to “shadow” during rehearsal for assigned Production during the course of the semester. At each rehearsal, the student will be assigned duties by the Production Stage Manager and create the Rehearsal Report.

COURSE ASSIGNMENTS: ***(Total Points: 100)***

Students will complete a variety of assignments, based on in-class lecture. Some in-class time will be allotted for work on projects. This being stated, it is important that students read instructions and ask questions as the assignments surface throughout the semester. Students will be charged with creating SRSU Stage Management Handbook, for general use. The Instructor will provide additional information.

PROMPT SCRIPT: ***(Total Points: 40)***

Students must create examples of prompt script pages for two plays TBD

RESUME: ***(Total Points: 20)***

Students must research create examples of resume for at least (2) “positions”

PRODUCTION ASSIGNMENT: ***(Total Points: 100)***

In order for students to practice the information learned in course, they will be working in a role as SM or ASM for a production. This Assignment will require time outside of the normal class time, and will be determined on a one to one basis

IN-CLASS ASSIGNMENTS AND PARTICIPATION: ***(Total Points: 50)***

A large component of this course will rely on in-class participation and activities scheduled during regular class periods. It is important that student come prepared with supplies, assignments, reading assignments, and a strong desire to participate. A few in-class activities will revolve around discussion and peer-lead critique.

PROMPT BOOK: ***(Total Points: 100)***

Students will create a Prompt Book during the Course of the Semester. EXACT production TBD/ between Instructor and Student

SM HANDBOOK: ***(Total Points: 50)***

Students will be asked to compile a SRSU SM Handbook. More information will be provided by the Instructor.

EXTRA CREDIT: **Value may not exceed 10% of the FINAL TOTAL GRADE.**

TBD

SYLLABUS/COURSE CONTENT:

The information in the syllabus, other than grade and absence policies, may be subject to change as to meet the needs of this particular class with reasonable advance notice. Course content, including lectures, are copyrighted material and students may not sell notes taken during the conduct of the course.

ADDITIONAL INFORMATION:

LATE ASSIGNMENTS:

In the interest of fairness to all students, everyone shall have equal time to prepare for assignments. Projects are usually assigned several weeks before due. Students should plan their research and use time wisely to complete timely assignments. All assignments are considered late if they are not turned in on the day when due in the appropriately specified format. The department will not print any project for you.

Accepting late assignments is a courtesy. You are studying a subject in the entertainment industry, one built on meeting deadlines. That being said if you do not have your assignment on the day it is due you have until the end of the business day to turn it into the instructor's mail box in the the FAB Office. If you wait to turn it in on the next day you will receive 80% credit; if you wait for the next class day you will receive 50%. You are advised to hand in assignments, since the final grade is based on total points earned. Few points are more valuable than no points at all. All graded activities including exams must be performed on dates assigned unless there is official medical, legal or related documentation that indicates the student was incapacitated.

SPECIAL COURSE NOTES:

Some subject matter discussed in the course may be found offensive. Please note that all material covered is presented as a scholarly investigation for analysis and discussion. Should a film be presented to the class, please note that it does not reflect the views of the Instructor, Department or SRSU. Students will be provided with fair warning of the aforementioned.

STUDENT CONDUCT AND ETHICS:

It is expected that any work done for this class is originally done by the student and is for this class. Any form of plagiarism is subject to strong disciplinary action and can lead to dismissal. All students as part of their obligation to the University assume the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty, which may include but not be limited to; cheating, fabrication, facilitating academic dishonesty and plagiarism are subject to disciplinary action. Students are responsible for all material, in the syllabus, notes, handouts, announcements and other information given in class, even if they are not in attendance. Do not expect the instructor to give an individualized lecture if you miss class. Further, you are responsible for getting to class on time, and for being prepared. Please give to others the courtesy of listening attentively while they are speaking.

ACADEMIC DISHONESTY/INTEGRITY:

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. <https://library.sulross.edu/research-basics/about-plagiarism/>

ACADEMIC RIGOR:

Academic rigor means a consistent expectation of excellence and aspiration to significant achievement. It should pervade the entire atmosphere of the University--teaching and learning, curriculum, evaluation of students and faculty, outreach, admissions, advising, and student life.

TAPING OF CLASSROOM LECTURES:

1. Faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (both audio & video) classes, as well as photograph or use materials outside of the classroom.
2. Each faculty member shall inform his or her student within the first week of class as to his or her policy with regard to taping. Failure to do so will accord students the right to tape lectures.
3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation.
4. **Note Well: There is to be no audio and video recording of this class.**

AMERICANS WITH DISABILITIES ACT

ADA (Americans with Disabilities Act). Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartze-Grisham, M. Ed., LPC., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas. Telephone: 432-837-8203. E-mail: rebecca.wren@sulross.edu.

CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as Faculty. I am required to share information regarding sexual misconduct with the University. Students may speak to someone confidentially by contacting the Student Counseling Services 432.837.8203; Ferguson Hall Room 112 . Information on campus reporting obligations and other Title IX related resources are available here: <https://www.sulross.edu/sexual-misconduct-resources>

STUDENT SERVICES

Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Visit: <https://www.sulross.edu/section/311/student-support-services>

COURSE CALENDAR *Updates will be dicussed in class*