Stage Management I

THEA 1280

Course Syllabus

Classroom RTFP 137



Monday's 2:25-5:15pm

General Info

Instructor Professor Laura Berrios, M.F.A

Office RTFP 215

Office Hours Wednesdays 1-4pm, Before Class or by appointment.

Contact laura.berrios@unt.edu

Course Descriptions and Objectives

This course will give you training on the organization and management of theatrical productions and companies. The student will receive practical application of skills in both laboratory and management assignments. The student will receive a training of stage management principles, paperwork, techniques and practices in the theatre. This lecture/ lab class will require students to participate in classroom discussions and activities.

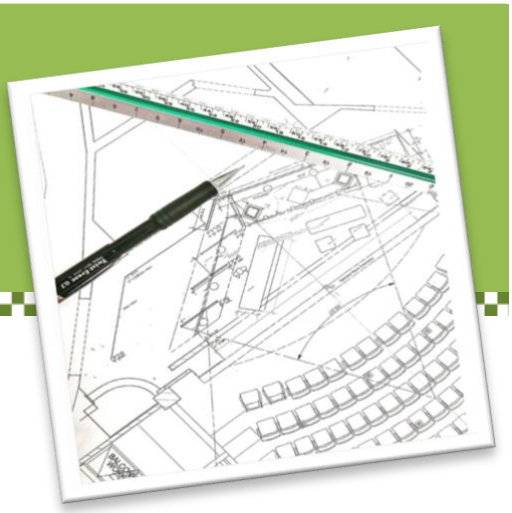
During the semester, you will:

- Define, Analyze and Demonstrate knowledge of the responsibilities of the stage manager.
- Advance organizational skills, which can be used in multiple fields.
- Develop Methods and Techniques to communicate with other artists.

THIS SYLLABUS IS SUBJECT TO CHANGE
AS THE NEEDS OF THE
STUDENTS AND INSTRUCTOR CHANGE







Notices

ADA Accommodation

The University of North Texas makes reasonable accommodation for students with disabilities. Students needing a reasonable academic accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student's specific needs in a course. Students may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.

For additional information, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

Emergency Notification & Procedures.

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence).

In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Copyright Compliance Policy Statement.

It is the policy of the University of North Texas that all faculty, staff, and students respect the rights of ownership of intellectual property by adhering to United States copyright laws.

A.I. Usage

Generative A.I. is not to be used in the class for assignments.

Academic Integrity Standards and Consequences.

According to UNT Policy 06.003. The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty.

Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University.

In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence

Sexual Harassment

It is the policy of UNT that acts of sexual harassment will not be tolerated. All members of Administration, Faculty, staff and students are subject to disciplinary action for violation of this policy.

Sexual harassment can take many forms, for more details please see the policy book Chapter 16.

Sexual harassment and other forms of sexual misconduct may be reported to report.unt.edu



PARTICIPATION

This class has a lab portion to it. These lab items will take place in class or as homework. You will be expected to participate in assignments in groups and with others during class time.

For each class you will receive 5 points for being physically in class. You can receive an additional 5 points for actively participating in the class.

This part of your grade will depend upon:

- Active involvement in classroom activities and discussions
- We will be building teamwork with assignments in class.
- You should come to class prepared to ask questions and engage in discussions.

ATTENDANCE

Attendance is vital for this class. Since we only meet once a week, every class meeting is essential to your success. Research has shown that students who attend class are more likely to be successful. Students are expected to attend each class for the entire class period. Everyone has 1 free class pass.

You should attend every class unless you have a university excused absence, for more information please see the Student Attendance and Authorized Absences Policy (06.039) (https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf).

It is important that **You** communicate with the professor **prior to being absent**, please **notify via UNT email** in advance so you, and the professor, can discuss and mitigate the impact of the absence on your attainment of course learning goals.

TARDINESS

Repeated lateness will lower your grade. Attendance will be taken in the 1st 3 mins of class. If you are more than 15 mins late, you will be considered absent.

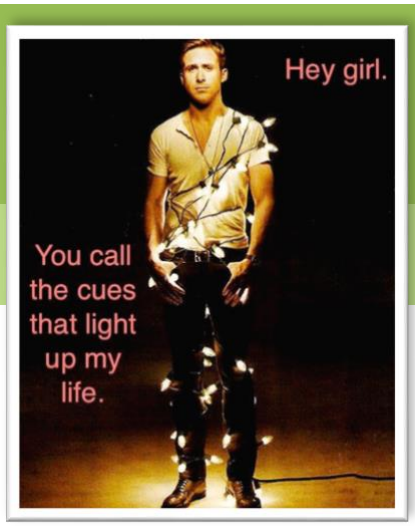
Tardiness and Absences will affect your final grade in the following way.

3 tardiness = 1 absence
3 absences = ½ letter drop
4 absences = full letter drop

Every following absence will drop your grade another ½ letter

CLASSROOM REQUIREMENTS

- **Students are required to check their UNT email accounts.** It is suggested you check your account daily for possible notifications from the instructor. UNT email is the university's official means of communication.
- **Students are required to check their UNT Canvas accounts.**
- Students must keep up with all due assignments, including reading assignments. Falling behind in daily assignments and readings will have a negative impact on your success and grade in this course.
- The student is required to purchase items, such as books, and supplies to complete assignments.
- Students are expected to be disciplined in their work; meet all assignments on time; be receptive to ideas from others; use class time wisely; seek help from the instructor and ask for further explanation when needed; keep up with daily assignments.
- Students must give credit to all sources and provide a bibliography for research materials used in this course.



Points Details

Points Breakdown

Attendance and Participations 120 pts
Cue Calling Project 230 pts
Quizzes 375 pts
SM Interview 100 pts
Final 100 pts
Resume 75 pts

OFFICE HOURS

Office Hours will take place before class on Monday's, Wednesday's 1-4pm or by appointment.

If normal hours do not work with your schedule, please reach out and we can schedule another time virtually or in person.

EXPECTATIONS FOR OUT-OF-CLASS STUDY

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least 6 additional hours per week of their own time in course- related activities.

For all of the following assignments, a reminder you must do your own work and not copy from another student or copyrighted text.

Plagiarism will not be tolerated.

CELLPHONES/LAPTOPS/TABLETS

Electronics should be put away in class, except when on breaks.

If you foresee an emergency or time sensitive phone call, please discuss with me before the start of class.

To use tablets or laptops in class for note taking, **you need to have clearance from the professor.**

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.

Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct.

The Code of Student Conduct can be found at *deanofstudents.unt.edu/conduct*

HOMEWORK ASSSIGNMENTS

Throughout the course of the class, you will be assigned homework to be turned in each week. In person homework is due at the start of class.

LATE WORK

Even if absent it is still your responsibility to turn items in on time. (items that are due at 2pm, will be late when not turned in at the start of class).

Late Assignments may be turned in with a doctor's excuse/ approved absence to receive full credit.

If you are unable to have your work at the start of class when it is due, the grade will drop 50% if turned in within 24 hours. After 24 hours it will not be accepted.

Please understand that this policy allows me to continue to work at a high level outside of class to continue to improve the department AND **Deadlines in theatre are real.**

If a situation arises where you foresee yourself unable to turn in assignments on time, please reach out to me so we can find a solution for you. (This must be done least 48 hrs. prior to the due date and time)

Required Texts and Supplies

REQUIRED TEXTS

- The Survival Guide for Stage Managers by Mary Ellen Allison
    - ISBN: 978-1-4327-6651-1
    - Available in bookstore and online for purchase.
- Access to PDF of Medea by Ben Power in Canvas
- Access to ROYAL NATIONAL THEATER HD – Medea by Euripides; a new version by Ben Power- via library- https://libproxy.library.unt.edu/login?url=https://video-alexanderstreet-com.libproxy.library.unt.edu/p/jYnzvKjG4

CANVAS

- Canvas will be a secondary interface for this course.
- Grades will be posted in Canvas.
- The student is responsible for checking the Canvas Course for announcements, assignments, posted videos and other supplemental materials.
- Most of the Canvas exercises are due Saturday at 11:59pm.

OTHER MATERIALS REQUIRED FOR THE CLASS.

This course has digital components. To fully participate in this class, students will need Internet access to reference content on the Canvas Learning Management System. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

- The student must have access to a computer and printer.
- The student must have access to the Internet.
- The student must have access to Canvas.
- The student must have Pen or Pencil for in class assignments
- The student must have access to YouTube and the library!
- Other materials you may decide are needed for your projects. Such as a scanner, or camera to help upload information.

RECOMMENDED OUTSIDE READING (NOT REQUIRED).

You may be reading excerpts from these books during the semester. When needed they will be supplied online in the Canvas Assignment.

Byrnes, William J. Management in the Arts 4th Edition. New York: Focal Press. 2009

Gillet, Cary and Sheehan Jay. The Production Manager's Toolkit. Successful Production Management in Theatre and Performing Arts. New York: Routledge 2017.

Kelly, Thomas. The Back Stage Guide to Stage Management. 3rd Edition. New York: Back Stage Books 2009.

Kincman, Laurie The Stage Managers Toolkit (2017).

Stern, Lawrence and Alice R. O'Grady. Stage Management. 10th Edition. Boston: Pearson 2013.

https://www.usitt.org/education-training/management

http://www.stagemanagementresource.com/paperworkexamples

http://rm.usitt.org/sm.html

Descriptions of Major Assignments and Examinations

QUIZZES

All Quizzes will be online. Most chapters are divided into each chapter as a quiz even if reading multiple chapters. Each quiz is on a 30 min time limit. Each weeks Quiz's will be online via Canvas and due at 11:59pm on the Saturday prior to class. The next quiz will be available by 5pm each Monday, if not before.

A reminder you must write answers in your own words. The professor will be checking for plagiarism.

If the student has issues with Canvas, assistance is available through the UNT helpdesk via phone 1-940-565-2324.

PROJECTS

Professional Stage Manager Interview Project

The student will be assigned a Professional Stage Manager to contact and interview. The student will be required to interview one Professional Stage Manager via zoom. The student will oversee contacting this stage manager and creating interview questions. You will write a 3-page paper detailing your experience and what you learned from discussing the field. This project will be discussed in detail during class on Monday October 5th A handout with more details will be handed out at that class.

Due: By November 30th. *This assignment can be turned in earlier in the semester if the student wishes.*

Cue Calling Exercise

The student will choose a YouTube video to use in a cue calling exercise. We will discuss this project on September 28th.

After the student's video has been approved, they will create a "Calling Script". The student will call multiple types of cues (Light, Sound, Rail, Spotlight etc.) during this video.

The student and professor will have a meeting to review the cues in their script on October 26th or November 2nd .

A solo presentation meeting will take place on November 9th where each student will "call" their video.

This project counts as several grades.

Homework level Grades (2)

Email 3 options, and confirm final Video and Have Video Approved via a **confirmation email** by Monday October 5th at 1pm

Attend Cue Calling Meeting/ Preliminary Cue Script at your scheduled time on October 26th or November 2nd .

Project Level Grade

Final Cue Script (Turn in hard copy- Due at meeting time)
Calling Presentation at scheduled time on November 9th.



Final Exam

This test will include information from lectures, reading material and projects. Material for the final exam will be in the Final Review and reviewed in class on Monday November 30th

The Final review time will be at the University scheduled time. Attendance is Mandatory. **Saturday December 5th 1-3pm.**

Course Outline

GRADING SCALE

The final semester grade will appear in the following letterform, according to the UNT grading system.

A 1000- 950pts

B 949-850pts

C 849-750pts

D 749-650pts

F 649-0 pts



ASSIGNMENT BREAKDOWNS

Each assignment will have a Grading Sheet with a detailed breakdown on how it is graded. This will be discussed in the class when the assignment is given and posted to Canvas.

OUTLINE OF QUALITY OF WORK

A Student goes above and beyond

B Student understands the basics and completes them

C Student understands most of the assignment, missing one key element or struggling to fully grasp multiple elements.

D Student struggling to grasp key elements of an assignment

F Student fails to grasp key elements of an assignment

HOW TO SUCCEED IN THIS CLASS

Communication is an essential of one's career in any field. This class **asks you** to cultivate communication skills, using them in class and outside for your homework. **You are your own best advocate.** The professor expects the student to reach out, when they need assistance.

Email course questions and personal concerns, including grading questions, using your @unt.edu email. Email is the preferred method of contact, and will yield the fastest response. Email will be checked at least once per day Monday through Friday. I will respond to all emails within 24 hours during the week, and within 48 hours during the weekend.

I am happy to schedule one-on-one meetings during office hours or via Teams.

A major way that I will communicate is via the Announcements in Canvas each week. It is your responsibility to read all announcements, and to contact me should you have any questions or concerns. I may also send you an individual, direct email about your work or progress in the course.

Assignment comments is another way that we will communicate with each other. It is expected that you will read all feedback and use the information to improve your work on future assignments. If you have questions or need clarification on any feedback you receive, please contact me via email.

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating UNT's Academic Integrity Policy.

Please read and follow this important set of guidelines for your academic success(https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

that serves the educational needs of the students enrolled in this course. – Laura Berrios

Monday August 17th

1st Day of Class, Syllabus, Intro to Stage Management

Homework: On Canvas fill out Questionnaire (Due Saturday August 22nd at 11:59pm)

Read *Medea* version by Ben Power and take quiz on Canvas (Due Saturday August 22nd at 11:59pm)

Monday August 24th

Reading of a Play, Script Prep, Auditions and Callbacks

Homework: Read Allison Preface- Chapter 2 pg. 0-38 and take chapter quizzes on Canvas

(Due Saturday August 29th at 11:59pm)

Watch/Re-Read *Medea* version by Ben Power

Friday August 28th * *Last Day to Drop Course with no appearance on official transcript* *

Monday August 31st

Preproduction Work, Prep Week and Scene Breakdowns

Homework: Read Allison Chapter 4 pg. 59-71 and take chapter quizzes on Canvas

(Due Saturday September 12th at 11:59pm)

Watch/Re-Read *Medea* version by Ben Power

Scene Breakdown of *Medea* (Due **printed** in class Monday September 21st at 2pm)

Monday September 7th- No Class due to Labor Day

Monday September 14th

Taping Out the Set

In Class: *Set Tape Out*

Homework: Read Allison Chapter 3 & Chapter 5 and take chapter Quiz's on Canvas

(Due Saturday Sept 19th at 11:59pm)

Monday September 21st

Bring to Class: Printed Scene Breakdown

The Rehearsal Process: 1st Rehearsals, Running Rehearsals, and Scheduling

In Class: Scheduling Exercise

Homework: Read Allison Chapter 6 and take chapter Quiz's on Canvas (Due Saturday Sept 26th at 11:59pm)

Monday September 28th

Cue Calling Project Presentation

Blocking, Meetings and Tech Prep

In Class: *Blocking Exercise*

Homework: Canvas Reading *Laurie Kincman's Principles of Document Design* and take quiz (Due Saturday Oct 3rd at 11:59pm)

Find 3 Cue Calling Video Options /Email exchange/Confirm Final Video

** A reminder for your video grade to be complete. This involves back and forth emails prior to Confirmation. You need to have received a confirmation email by October 5th at 1pm for full points **

Monday October 5th

Discuss/Assign Stage Management Interviews Project

Types of Paperwork, Running Paperwork, Props and Costume Paperwork,

In Class: Paperwork Lab Tips and Tricks

Homework: Read Allison Chapter 7&8 and take Chapter quizzes on Canvas (Due Saturday October 10th at 11:59pm)

Start your video script (Due Monday October 26th or November 2nd at your meeting time)

Midpoint of the Semester

Monday October 12th

Organizing Tech and Technical Rehearsals

In Class: Shift Plot

Homework: Suggested Set up Interview for Project (Final Paper due by Monday November 30th at 2pm)

Read Allison Chapter 9 &10 and take Chapter quizzes on Canvas (Due Saturday October 17th at 11:59pm)

Monday October 19th

Performances, Running the Show and Special Situations

Sign Up for Cue Calling Presentations

Homework: Continue work on your video script (Due Monday October 26th or Nov 2nd at your meeting time)

Suggested Interview for Project this week (Due November 30th at 2pm)

Monday October 26th or November 2nd -You only attend 1 day at your scheduled time!

Due at appointed time: Printed Preliminary Video Cue Calling Script

In Class Cue Calling Meetings for Presentations- Individual Meetings at appointed time.

Homework: Finalize your Video Script. (Due Monday November 9th at your meeting time)

Friday November 6th * *Last Day to drop a course with the grade of a W.* *

Monday November 9th

Cue Calling Presentations- Individual Meetings at appointed time.

Bring to Presentation: **Final 2** Video Cue Calling Scripts: 1 for you (digital or printed) and **1 for me Printed**

Homework: Read Allison Chapter 11- Glossary pg.145-171 and take Quizzes (Due Saturday November 14th at 11:59pm)

Create and Bring Printed Theatre Resume to Class (Due Monday November 16th printed)

Monday November 16th

Bring to Class: Printed Theatre Resume

The Job Market

In Class: *Resume Lab*

Homework: Create updated Theatre Resume (Due Monday November 30th Printed)

Read on Canvas *The PM's Toolkit: Casting and Hiring* and take Quiz (Due Saturday November 28th at 11:59pm)

Stage Manager Interview Project Paper (Turn in Via Canvas by Monday November 30th at 2pm)

THANKSGIVING BREAK

Monday November 30th

Turn in Printed: Updated Theatre Resume,

Pursing the Career, Review for the Final

Homework: Study for Final

Saturday December 5th 1-3pm

Final according to Fall 26 Final Exam Schedule.

December 16th * *Grades posted on the official Transcript by 4pm.* *