

Stage Management II

THEA 3280

Course Syllabus

Classroom RTFP 137

Monday's 6:00-8:50pm



General Info

Instructor Laura Berrios

Office RTFP 222

Office Hours Monday's 3:30-5:30pm
or by appointment

Contact 214-907-0585
Laura.Berrios@unt.edu

Course Description and Objectives

This course will give you a deeper training of stage management principles, paperwork, techniques and practices in the Theatre. This class will also explore alternative stage management venues. This Lecture/ lab class will require students to participate in classroom discussions and activities.

During the course of the semester you will:

- Define, Analyze and demonstrate knowledge of the responsibilities of the stage manager in various live performance genres
- Develop methods and techniques to communicate with other artists.
- Create and Develop Paperwork.
- Develop a further knowledge of rules and regulations of different performing arts unions.



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



Notices

Academic Integrity Standards and Consequences.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Accommodation Statement.

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register

with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

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. The purpose of this policy is to: (1) provide a general outline of U.S. copyright law as codified in [Title 17, U.S. Code](#); (2) encourage the lawful use of copyright-protected materials; (3) protect the University of North Texas against risk of copyright infringement; and (4) comply with federal legislation such as the TEACH Act and the Digital Millennium Copyright Act.

Required Text and Supplies

- Stage Manager by Larry Fazio- 2nd edition (2017).
- Folder or notebook to organize class work.
- Planner (Paper or digital)
- Pen or Pencil
- A copy of a play of your choosing- to discuss in class.
- Access to a computer, printer and scanner.
- Access to YouTube and the library!



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. Dr. Garcia has sent you reporting policies via your UNT emails. If you have any questions or concerns about the policy or reporting policies, please come to a member of staff or faculty.

Sexual Assault Prevention.

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Course Safety Procedures

Students enrolled in [insert class name] are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

WHAT
HAPPENS
ON
HEADSET-
STAYS ON
HEADSET!

Emergency Notification & Procedures.

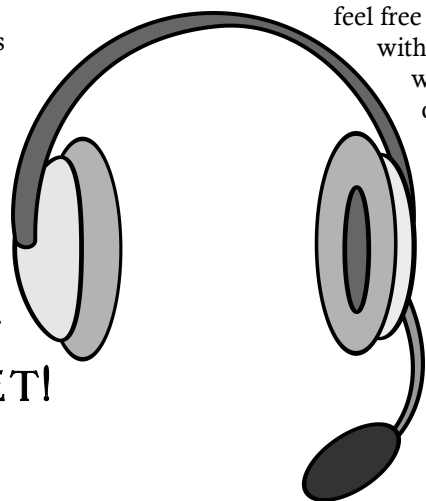
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

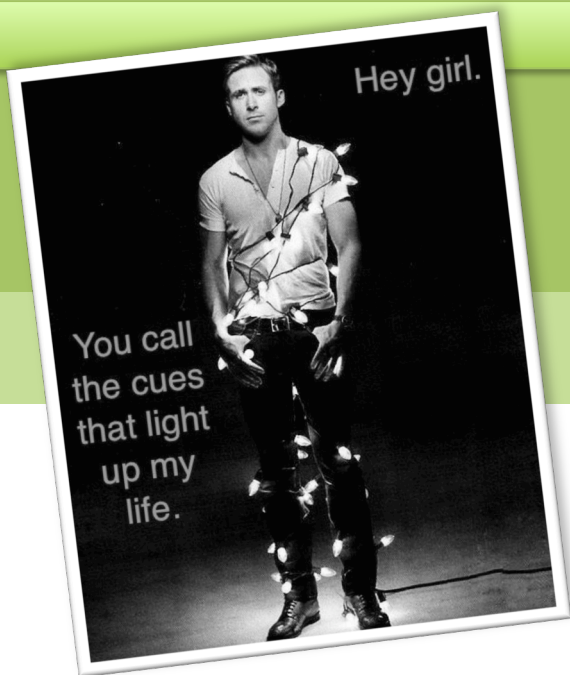
Acceptable Student Behavior.

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 University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Office Hours

Before or after class is always best for me as I live in Dallas. Please feel free to set up a time with me that would work well with both our schedules to meet and discuss class or anything regarding Stage Managing. The best way to reach me is via my UNT email.





COURSE DETAILS

GRADING SCALE

20% Class Participation
15% Quizzes
15% Homework
25% Projects
25% Final Exam

PARTICIPATION

This part of your grade will depend upon:

- Active involvement in classroom activities and discussions
- Communication is an essential part one's theatre careers. You should come to class prepared to asked questions and engage in discussions.

ATTENDANCE

Attendance is vital for this class. Students are expected to attend each class for the entire class period. Treat the class as a job.

Repeated lateness will lower your grade. Attendance will be called at the beginning of class. Absences will affect your final grade in this way.

3 tardiness = 1 absence
 2 absences = ½ letter drop
 3 absences = full letter drop
 Every following absence will drop your grade another letter.

If you have a conflict for any class period, please notify in writing at least 2 weeks (class periods) in advance, this includes departmental excused absence due to

productions. For more info see your policy books – Chapter 6.039

CELLPHONES

As a former Theatre student, I understand that we are all consumed with shows at some point in the semester. This being said, do not text in class. If you foresee an emergency or time sensitive phone call that you will have to take, please discuss with me before the start of class.

HOMEWORK ASSSIGNMENTS

Through out the course of the class you will be assigned homework to be turned in for the next class. These items will be due at the start of class unless otherwise discussed.

PAPERWORK

Throughout the course of the semester you will create paperwork for 1 play of your choosing. This will be turned in at the top of every class in printed form.

Paperwork will then be returned with criticism of its effectiveness, neatness and clarity. Students

will have the option of resubmitting to raise the assignments grade.

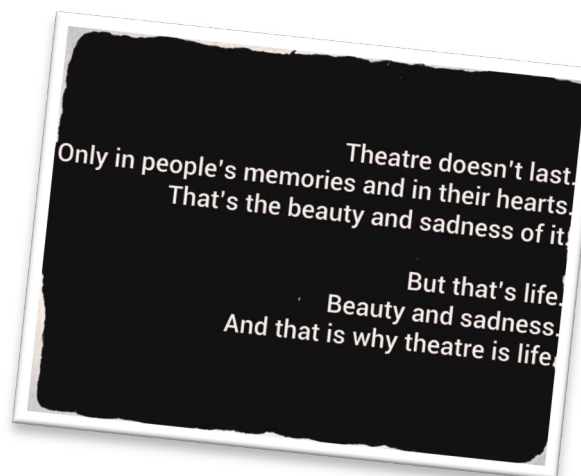
FINAL EXAM

Our Final Exam will take place at the appointed time. Attendance is Mandatory.

GRADING SCALE

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

90-100 A
80-89 B
70-79 C
60-69 D



COURSE OUTLINE

Monday January 22nd

1st day of class, Definition of a stage manager,

Homework: Bring a Resume; Start looking at plays,

Read Chapters: Intro thru Chapter 3

Monday January 29th

Quiz: Chapters Intro-Chapter 3

Time Management, Scheduling, Personal Calendars, Personal Health

Homework: Personal Calendar for 2 months, Finalize a play,

Read Chapters: 5 and 9

Monday February 5th

Quiz: Chapters 5 and 9

Personal Plays selected, Pre-production, Script Prep, Show Calendars,

Preliminary Paper work, Company Specific Paperwork

Homework: Scene Breakdown, Read Chapters 10 thru 12

Monday February 12th

Quiz: Chapters 10 thru 12

Rehearsals, Scheduling, Blocking, Being on Book, Line Notes

Homework: 1 week of rehearsal schedule, block one scene

Email 1st cue calling video options, Read Chapter 6

Monday February 19th

QUIZ: Chapter 6

Paperwork, Running Paperwork, Props Paperwork, Costumes Paperwork

Homework: Fake Run Sheet (1 Act),

Costume Change Sheet (Full Show), Read Chapter 7

Monday February 26th

QUIZ: Chapter 7

Different Personalities, Collaboration, Choreographers, New Plays

Homework: Prep 1st Calling Video Script, Read Chapter 13

Monday March 5th

QUIZ: Chapter 13

Prepping your Book, Calling the Show, Paper Tech, Spot Cues

Homework: Write out 3 Spot cues, Read Chapter 15

Schedule outside meet up about Cues for 1st Calling video



Choosing a Play

Due: Saturday, February 3rd Scanned copy emailed to Professor

You will get to choose a play to create paperwork on throughout the semester. Handout with play requirements to follow.

Calling Exercises

We will have cue calling exercises on two different days. Both will involve multiple cue types.

#1 Will be to a portion of a play/musical video you have chosen.

#2 Will be to a dance video you have chosen.

After your chosen video has been approved you will create a "Calling Script" and we will meet to add cues.

Handout with details and more descriptions to follow.

Monday March 12th

Spring break -No Class

Monday March 19th

QUIZ: Chapter 15

Tech Rehearsals, Headsets, Tips and Tricks

Homework: Practice Cue Calling video #1

Monday March 26th

QUIZ: Chapter

Calling Exercise 1

Homework: Don't be that Guy report

Email 2nd cue calling video options

Read: Chapters 16 and 17

Monday April 2nd

QUIZ: Chapter Chapters 16 and 17

Running of the Show, Performance Reports

Homework: Fake Performance Report, SM Pre and Post Show Checklist

Monday April 9th

QUIZ: TBD

Opera and Dance Stage Management

Homework: Schedule outside meet up about Cues for 2nd Calling video

Read: Chapter 18 and 19

Monday April 16th

QUIZ: Chapter 18 and 19

Closing a Show and Tours, Unions

Homework: Practice Cue Calling video #2, Send in SM Observations

Monday April 23rd

Cue Calling Day #2

Read SM for Hire

Monday April 30th - Review day

The Job Market, Review for Final

Monday May 7th – Final Exam

Time and location-TBD in accordance with UNT policy



“Don't be that Guy” Report

Due: March 26th

We have all experienced a situation during a theatre experience where things have gone wrong. Sometimes we do the right thing and sometimes we fall below the bar. In this paper, you will give details of situation, how you handled it in the moment and how you respond to it today. This should include details of how you could have prevented or saved the situation from becoming a disaster. 2-pages in length. We will discuss more in class.

Stage Management Observations

Due: By April 23rd

You will be required to observe one Professional Stage Manager in a tech or performance setting at some point in the semester. You will write a 2-page paper detailing your experience and what you learned from observing their work. A handout with more details will follow at a later time.