

Stage Management II

THEA 3280

Course Syllabus

Classroom RTFP 137

Monday's 2:00-4:50pm



General Info

Instructor Professor Laura Berrios,
M.F.A.
She/Her/Hers

Office RTFP 215

Office Hours Monday's 1:15-1:50pm or
by appointment

Contact 214-907-0585
laura.berrios@unt.edu

Course Descriptions and Objectives

This course will give you advanced training for the organization and management of theatrical productions and companies. Practical application in laboratory and management assignments. The student will receive a deeper 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 course of 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.
- 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

ADA Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. 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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Diversity Statement

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity.

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.

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.

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.

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.



PARTICIPATION

This class has a lab portion to it. You will be expected to participate in assignments in groups and with others during class time.

This part of your grade will depend upon:

- Active involvement in classroom activities and discussions (this includes asking questions)
- We will be building teamwork with assignments in class.
- You should come to class prepared to asked questions and engage in discussions.

ATTENDANCE

Attendance is vital for this class. Because 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.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor prior to being absent when possible, please notify via email in advance so you, and the professor, can discuss and mitigate the impact of the absence on your attainment of course learning goals.

Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any [symptoms of COVID](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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

Repeated lateness will lower your grade. Attendance will be taken in the 1st 10 mins of class. Tardiness and Absences will affect your final grade in this way.

3 tardiness = 1 absence

2 absences = ½ letter drop

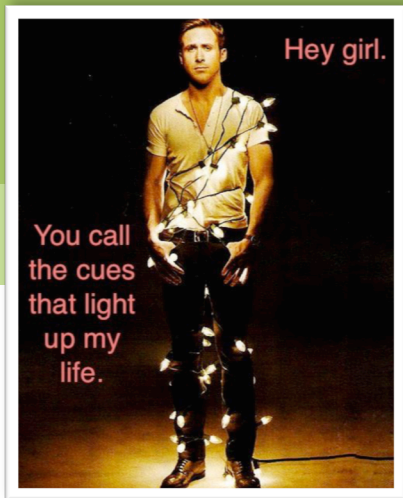
3 absences = full letter drop

Every following absence will drop your grade another letter

If you cannot attend a class due to an emergency, please let me know. Your safety and well being are important to me.

CLASS ROOM 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.** . It is suggested you check your account daily for possible notifications from the instructor.
- 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 in order 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.



Course Details

GRADING SCALE

20% Class Participation
25% Quizzes/Homework
30% Projects
25% Final Exam

OFFICE HOURS

Office Hours will take place in RTFP 215 from 1:15- 1:50pm on Monday's.

Before or after class is always best for me as I live in Dallas.

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

Email course questions and personal concerns, including grading questions, to me privately using your @unt.edu email.

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, including reading required materials, completing assignments, preparing for exams, etc.

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

Plagiarism will not be tolerated.

CELLPHONES

As a former theatre student, I understand that we are all consumed with shows at some point in the semester. If you foresee an emergency or time sensitive phone call, please discuss with me before the start of class.

HOMEWORK ASSIGNMENTS

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.

Homework will be returned with criticism of its effectiveness, neatness and clarity. Students will have the option of resubmitting to raise the assignments grade for items scoring under a 60.

LATE WORK

It is still your responsibility to turn items in on time.

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

Otherwise, depending upon the excuse and the ability to verify it, the instructor shall decide whether to accept the assignment late and what the penalty shall be.

The standard late work deduction will be 5 points per class period.

Due to the nature of some assignments you may be assigned an alternative assignment of the same nature.

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.

Last day to turn in late work is Monday May 2nd

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

Required Texts and Supplies

REQUIRED TEXTBOOK

- The Stage Managers Toolkit by Laurie Kincman- 2nd edition (2017).
- ISBN: 978-1-138-18378-0
- Available in bookstore and online for purchase.
- Available digitally via the library in ProQuest
 - <https://ebookcentral.proquest.com/lib/unt/reader.action?docID=1186421&ppg=4>
- Access to NATIONAL THEATER HD – A Streetcar Named Desire- via library-
<https://guides.library.unt.edu/theatre/streaming>
- Access to PDF of A Streetcar Named Desire in Canvas

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.
- Each week's assignments will be due by Monday at 2pm

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) (<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 course of 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.

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. They will be on a 30 min time limit. Each weeks Quiz will be online via Canvas and due at 2pm (The Start of Class) every Monday. The next quiz will be available around 5pm each Monday.

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 be in charge of contacting this stage manager and creating interview questions. You will write a 3-page paper detailing your experience and what you learned from discussing their work. This project will be discussed in detail during class on Monday March 7th. A handout with more details will be handed out at that class.

Due: By May 2nd. *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 in class starting on February 7th.

After the student's video has been approved they will create a "Calling Script". This script will be used for a presentation. The student will call multiple types of cues (Light, Sound, Rail, Spot Light etc.) during this video. The student and professor will have a meeting to review the cues on February 28th and then a presentation meeting on March 21st.

This project counts as several grades.

Homework level Grades (2)

- Choose Video and Have Video Approved (you have to receive a confirmation email for this grade) (Turn in via email by Monday February 14th at 2pm)
- Attend Cue Calling Meeting/ Preliminary Cue Script for meeting #1 at appointed time in February 28th Class.

Project Level Grades (2)

- Final Cue Script (Turn in hard copy- Due at meeting time)
- Calling Presentation (At Scheduled Time on March 21st)

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 May 2nd.

The Final review time will be at the University scheduled time. Attendance is Mandatory.

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Laura E. Berrios



Course Outline

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

0-59 F

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 part one's theatre careers. This class will ask you to cultivate communication skills, using them in class and outside for your homework. You are your own best advocate. The professor will expect you (the student) to reach out, when you 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 during office hours or via Canvas, via phone, or via Skype.

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 feedback 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) (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.



Monday January 24th

1st Day of Class, Syllabus, Intro to Stage Manager, Time Management: Personal vs. Work

Homework: Create/Update Personal Theater Resume (Due Monday January 31st 2pm)

Find an Internship to Apply to (Turn in via email by Monday January 31st at 2pm)

READ on Canvas The PM's Toolkit: Casting and Hiring and take Quiz (Due Monday Jan 31st 2pm)

WATCH/READ *A Streetcar Named Desire* (Suggested before February 7th – to aid in assignment on 7th)

Monday January 31st * Last Day to Drop Course with full refund with no appearance on official transcript *

Bring to Class: Printed Personal Resume

Intro Theatrical Hierarchy, Resume's, Applying to Jobs/Internships

In Class: *Resume lab*

Homework: Update Resume (turn in via Canvas by Monday February 7th at 2pm)

Internship Letter (turn in via Canvas by Monday February 7th at 2pm)

Read Kincman Chap. 1-3 and take quiz's on CANVAS (3- one for each chapter) (Due Mon. Feb. 7th 2pm)

February 1st * Beginning this date students can drop a course with the grade of a W. ***Monday February 7th**

Preproduction, Script Prep, Show Calendars, Prelim Paperwork, Cue Calling Project

In Class: *Paperwork lab*

Homework: Scene Breakdown of *Streetcar* (Due printed in class February Monday 14th at 2pm)

Read Kincman Chapter 4 and take quiz on CANVAS (Due Monday February 14th 2pm)

Find 3 Cue Calling Video Options (turn in via email by Monday February 14th at 2pm)

** A reminder in order for your video grade to be complete. You need to have received a confirmation email **

Monday February 14th

Bring to Class: Printed Scene Breakdown to turn in.

** A reminder in order for your video grade to be complete. You need to have received a confirmation email **

Running Rehearsals, Blocking

In Class: *Blocking Exercise*

Homework: Read Kincman Chapter 5 and take quiz on CANVAS (Due Monday February 21st 2pm)

Suggested Start your video Script (Due Monday February 28th at your meeting time)

Suggested Continue work on video Script (Due Monday February 28th at your meeting time)

Monday February 21st

Cue Calling, Cues, Scheduling, Discuss Stage Management Interviews Project

In Class: *Scheduling Exercise*

Homework: Read Canvas Assignment and take quiz on CANVAS (Due Monday February 28th 2pm)

February 25th * Last day to change to pass/no pass grade option for Undergrads *

Monday February 28th

Bring to Class: Printed Preliminary Video Cue Calling Script

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

Homework: Read Canvas Assignment and take quiz on CANVAS (Due Monday March 7th 2pm)

Watch Video in Canvas and take notes on (This will assist your in class Shift plot work on March 7th)

Suggested Finalize your Video Script. (Due Printed Monday March 21th at your meeting time)

Monday March 7th

Running a Show, Running Paperwork, Props and Costume Paperwork

In Class: Shift Plot

Homework: Read Canvas Assignment and take quiz on CANVAS (Due Monday March 21st 2pm)

Finalize your Video Script. (Due Monday March 21th at your meeting time)

Suggested Set up Interview for Project (Final Paper due Via Canvas by Monday May 2nd)

Monday March 14th- 18th Spring Break- No Class

Monday March 21st

Bring to Class: Printed Final Video Cue Calling Script

Cue Calling Presentations- Individual Meetings at appointed time.

Homework: Watch Canvas Assignment and take quiz on CANVAS (Due Monday March 28th 2pm)

Monday March 28th

Theatrical Hierarchy, Production Manager, Technical Directors and Crew

Homework: Watch Canvas Assignment and take quiz on CANVAS (Due Monday April 4th 2pm)

Suggested Interview for Project (Final Paper due Via Canvas by Monday May 2nd)

Monday April 4th

Tech Prep, Paper Tech, Tech Process

In Class: Paperwork Lab

Homework: Watch Canvas Assignment and take quiz on CANVAS (Due Monday April 11th 2pm)

April 8th * Last day for a student to drop a course or all courses with a grade of W. *

April 9th * First day to request a grade of Incomplete.

Monday April 11th

Tech Process Continued, Press Releases, Headset Etiquette

Homework: Read Kinckman Chapter 7 and 8 and take 2 quizzes on CANVAS (Due Monday April 18th 2pm)

Write Press Release (Due on CANVAS Monday April 18th 2pm)

Monday April 18th

Performances, Closing, Artistic Director, Arts Management

Homework: Read Chapter on Tours and take quiz on CANVAS (Due Monday April 25th 2pm)

Read Chapter on Opera and take quiz on CANVAS (Due Monday April 25th 2pm)

Monday April 25th

Tours, Opera and Unions

Homework: Read Canvas Assignment and take quiz on CANVAS (Due Monday May 2nd 2pm)

Stage Manager Interview Project Paper (Turn in Via Canvas by Monday May 2nd)

Watch Canvas Assignment and take quiz on CANVAS (Due Monday May 2nd 2pm)

Monday May 2nd

Turn in via Canvas: Stage Manager Interview Project Paper

Last day for late work

The Job Market, Review for the Final

Homework: *Study for Final*

Monday May 9th

Final according to Spring 22 Final Exam Schedule

Monday 1:30-3:30pm

May 18th * Grades posted on the official Transcript by 6pm. *