

Stage Management II



THEA 3280 Course Syllabus

RTFP 137 Monday 2pm-4:50pm

General Info

Professor Laura Berrios, M.F.A

laura.berrios@unt.edu

Office RTFP 215

Office Hours Wednesday 1-4pm or by appointment

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

Course Descriptions and Objectives

This course will give you advanced training for the organization and management of yourself and theatrical productions. The student will receive practical application of skills in both laboratory and management assignments.

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 Leadership skills and Organizational skills, which can be used in multiple fields.
- Develop Methods and Techniques to communicate with other artists.
- Create and Develop personal skills that will elevate your level of management abilities.

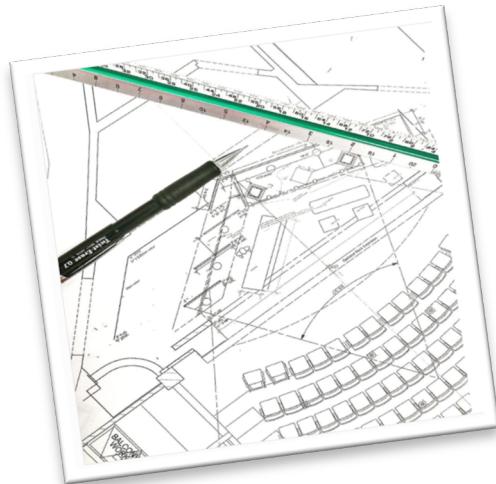
THIS SYLLABUS IS SUBJECT TO CHANGE AS THE NEEDS OF THE
STUDENTS AND INSTRUCTOR CHANGE

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. Students are strongly encouraged to meet with faculty regarding their accommodations during 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.

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

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

CELLPHONES/LAPTOPS/TABLETS

Cellphones 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.

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 successful. Students are expected to attend each class for the entire class period. Everyone has 1 free class pass.

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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 minutes late you are considered absent.

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

3 tardiness = 1 absences

2 absences = ½ letter drop

3 absences = full letter drop

Every following absence will drop your grade another ½ letter



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 10 points for being physically in class. You can receive up to an additional 10 points for actively participating in the class.

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 ask questions and engage in discussions.

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 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.

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 class, etc.

For all of the following assignments, a reminder you must do your own work and not copy from another student or copyrighted text. Even if working together- you cannot turn in the same paperwork unless specified.

Plagiarism will not be tolerated.

HOMEWORK ASSSIGNMENTS

Throughout the course of the class, you will be assigned homework to be turned in each week.

In person homework assignments are 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 it is due, the grade will drop 50% if turned in within 24 hours. After 24 hours it will not be accepted. This will be amended for excused absences.

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

- The Stage Manager Toolkit by Laurie Kincman 4th edition [Referred to as TOOLKIT in assignments]
 - ISBN: 978-1-032-54033-7
 - Available in bookstore and online for purchase.
- Off Headset Essays on Stage Management Work, Life and Career Edited by Rafael Jaen and Christopher Sadler [referred to as HEADSET in assignments]
 - ISBN: 978-0-367-33751-3
 - Available in bookstore and online for purchase.

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) (<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 and others during the semester. When needed they will be supplied online in the Canvas Assignment.

Allison, Mary Ellen The Survival Guide for Stage Managers. 2011. (Great read if you missed SM I)

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>

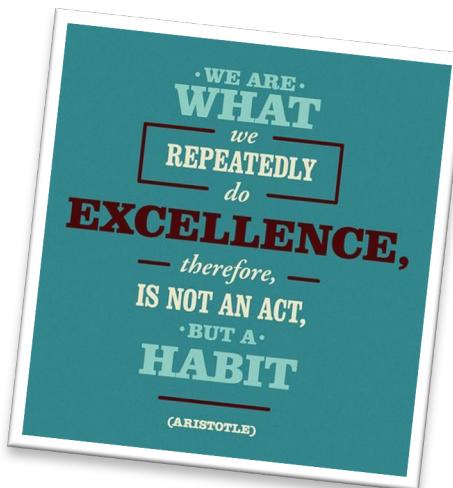
COURSE OUTLINE

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

- A 950-1000pts
- B 800- 950 pts
- C 700-799pts
- D 600-699pts
- F 599 and below

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 concepts of the course and completes them
- C Students understand most of the assignments, they may be missing one key element or struggle to grasp multiple elements fully.
- D Student is struggling to grasp key elements of the assignment
- F Student fails to grasp elements of the assignment.

HOW TO SUCCEED IN THIS CLASS

Communication is an essential of one's career in any field. 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 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 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 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.

Descriptions of Major Assignments and Examinations

QUIZZES

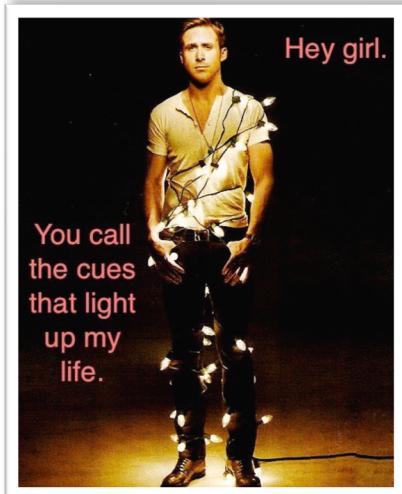
All Quizzes will be online. Most chapters are divided into each chapter as a quiz even if reading multiple chapters. Each quiz is on a 30 min time limit. Each weeks Quiz's will be online via Canvas.

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 Management Shadow

The student will shadow a Professional Stage Manager calling a show. The student will be in charge of contacting the stage manager and setting up the shadow within their own schedule. You will write a 3-page paper detailing your experience and what you learned from your experience.

This project will be discussed in detail during class on Monday January 26th. A handout with more details will be handed out at that class.

Due: By Monday, April 27th. *This assignment can be turned in earlier in the semester if the student wishes.*

Cue Calling Project

The student will choose a YouTube video to use in a cue calling exercise. We will discuss this project in class on March 23rd.

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, Spot Light etc.) during this video.

Students will schedule one on one meetings with the professor during the weeks of April 13th and 20th.

A presentation will take place on April 14th where each student will "call" their video.

This project counts as several grades. This will be outlined on the handout.

The project will be presented during the Final Time via UNT schedule.

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

Monday January 12th**In Class**

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

Homework

Scheduling Assignment bring to Next Class in an easy to view format – this may be digital but must be easily sharable. It should be uploaded to Canvas prior to the start of class.

On Canvas take Quiz for TOOLKIT: Chapter 1 *Avenues of Communication* (Due Saturday 24th at 11:59pm)

Monday January 19th- No Class: MLK Day**Monday January 26th****DUE / Sharable in class**

Personal Schedule

In Class

Communication, Time Management and Scheduling

Homework

Reading via Canvas- To Be Announced

Readings to discuss Next Class from HEADSET

Chapter 19 Learning from Corporate Stage Management

Chapter 2 *Maximum Flexibility*

Chapter 9 *The Art of Management*

Saturday Jan 24th * Last Day to Drop Course with no appearance on official transcript *

Monday February 2nd**In Class**

Care and Feeding of a Leader

Homework

Reading to discuss Next Class: HEADSET Chapter 23 *These Skills Are Made for Walking*

Reading via Canvas- To Be Announced

Monday February 9th**In Class**

Schedule Check In

People Management Skills

Homework:

Reading via Canvas- To Be Announced

Monday February 16th AEA Stage Management Day!**In Class***Pre-Production**Set Tape Out for Merrily We Roll Along***Homework***On Canvas take Quiz for Tours Reading from provided PDF on Canvas (Due Saturday at 11:59pm)**Reading to discuss Next Class: HEADSET Chapter 4 The “Smusedays” of Touring a Broadway show!**Reading via Canvas- To Be Announced***Monday February 23rd****In Class***Guest Speaker: Erik Tysinger Corporate and Tour Stage Managing***Homework***On Canvas take Quiz for TOOLKIT: Chapter 3 Pre-Production (Due Saturday at 11:59pm)**On Canvas take Quiz for TOOLKIT Chapter 4 Prompt Book (Due Saturday at 11:59pm)**Reading to discuss Next Class: HEADSET: Chapter 8 Stage Manager and Designer’s Strong Ties**Prep- Schedule Post Mortem***Monday March 2nd****DUE / Turn in Printed:***Schedule Postmortem***In Class***Schedule Presentation, Pre-Production, Stage Managers Relationships***Homework***On Canvas take Quiz for TOOLKIT: Chapter 2 Principles of Document Design (Due Saturday at 11:59pm)**Reading via Canvas- To Be Announced***Monday March 9th****Spring Break. ACDA Conference on Campus.****Monday March 16th****In Class:***Schedule Postmortem, Document Design, and Paperwork lab***Homework:***Finish Your Paperwork April 6th**Reading via Canvas- To Be Announced*

Monday March 23rd**SOUTA Day for Capstone Class. Class starts at 3pm!****In Class***Cue Calling, Discuss Cue Calling Project***Homework**

- 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 March 30th at 1pm for full points*
- Reading via Canvas- To Be Announced

Monday March 30th**In Class***Fights and Intimacy Coordination with Guest Speaker Captain Milbourn***Homework**

On Canvas take Quiz for TOOLKIT: Chapter 5 Rehearsals (Due Saturday at 11:59pm)
Chapter 6 Documenting Movement (Due Saturday at 11:59pm)

Friday April 10th *Last Day students can drop a course with the grade of a W. ***Monday April 6th****DUE / Turn in Printed:***Paperwork***In Class:***Paperwork presentations***In Class***Rehearsal Processes**In Class Run Sheet***Homework**

On Canvas take Quiz for TOOLKIT: Chapter 7 Technical Rehearsals (Due Saturday at 11:59pm)
Continue Work on Run Sheet

Monday April 13th

THIS WEEK: Cue Calling Meetings for Presentations

Due at appointed time: Printed Preliminary Video Cue Calling Script
Individual Meetings at scheduled time.

DUE / Turn in Printed

Run Sheets

In Class

Present Run Sheets, Technical Rehearsals

Homework

On Canvas take Quiz for TOOLKIT: Chapter 8 Performances (Due Saturday at 11:59pm)

On Canvas take Quiz for TOOLKIT: Chapter 9 Next Steps (Due Saturday at 11:59pm)

Reading to discuss Next Class: HEADSET: Chapter 1 The Big Picture and Chapter 15 “Was that a go?”

Reading via Canvas- To Be Announced

Monday April 20th

THIS WEEK: Cue Calling Meetings for Presentations

Due at appointed time: Printed Preliminary Video Cue Calling Script
Individual Meetings at scheduled time.

In Class:

Performances, Special Situations, Understudies

Homework

Readings to discuss Next Class from HEADSET

Chapter 20 On Networking and Making Connections

Chapter 21 From Stage Management to Production Management

Chapter 22 Unemployment: The other side of being a freelance SM

Monday April 27th

DUE

SM Shadow Paper (Due either printed at 2pm or via Canvas at 2pm)

In Class

The Job Market, Next Steps

Homework:

Finalize your Video Script. (Due PRINTED – 2 copies for final)

Monday May 4th

DUE / Turn in Printed

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

In Class:

Final according to Fall 24 Final Exam Schedule from 12:30pm – 2:30pm .

Cue Calling Presentations