

Stage Management I

THEA 1280

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 Mondays 12-2.
After Class or by
appointment.

Contact laura.berrios@unt.edu

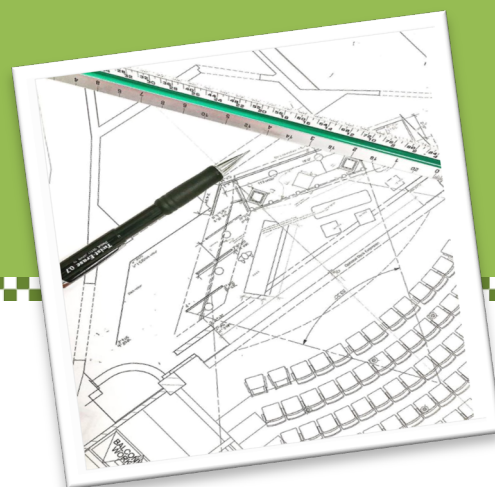
Course Descriptions and Objectives

This course will give you advanced training for the organization and management of theatrical productions and companies. 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 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.

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.

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 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.

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.

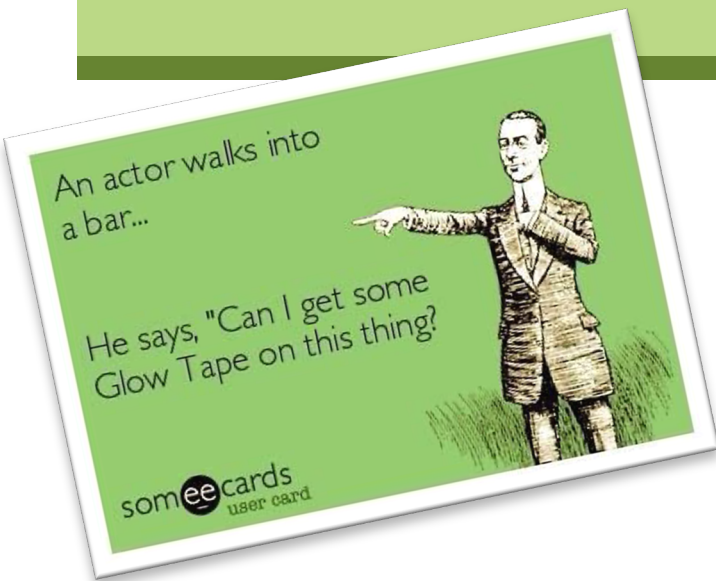
In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence

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 50 points for being physically in class. You can receive up to an additional 50 points (10 at a time) for actively participating in the class. A total of 100 points for each class day.

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. 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 10 mins of class.

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

3 tardiness = 1 absence

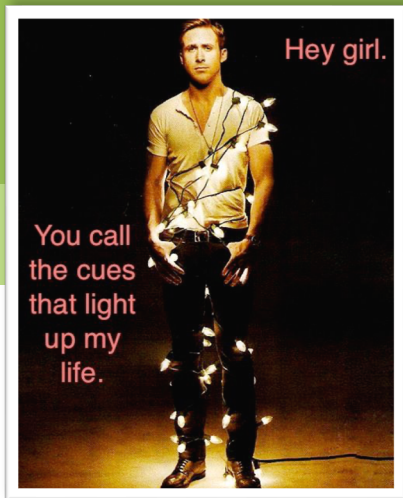
3 absences = ½ letter drop

4 absences = full letter drop

Every following absence will drop your grade another ½ letter

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.**
- 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.



15% Class Participation
 35% Quizzes/Homework
 30% Projects
 20% Final Exam

OFFICE HOURS

Office Hours will take place post class on Monday's or by appointment.

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

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, 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 or copyrighted text.

Plagiarism will not be tolerated.

CELLPHONES

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.

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

Even if absent 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** (items are due at 2pm, will be late when not turned in at the start of class)

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 November 18th.

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

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 Sunday by Noon.

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 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 2nd edition (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 Noon on the Sunday 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 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 the field. This project will be discussed in detail during class on Monday October 28th. A handout with more details will be handed out at that class.

Due: By December 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 on September 16th.

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.

The student and professor will have a meeting to review the cues in their script on October 7th/14th.

A presentation meeting will take place on October 21st where each student will "call" their video.

This project counts as several grades.

Homework level Grades (2)

Email 3 options, Choose final Video and Have Video Approved via a confirmation email by Monday September 23rd at 1pm

Attend Cue Calling Meeting/ Preliminary Cue Script for meeting #1 at scheduled time in October 7th or 14th Class.

Project Level Grade

Final Cue Script (Turn in hard copy- Due at meeting time)
Calling Presentation (At scheduled time on October 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 December 2nd.

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



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 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 expect 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.

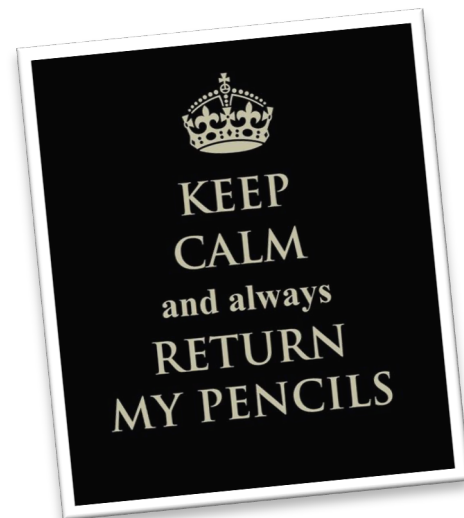
I am happy to schedule one-on-one during office hours or via Teams.

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.



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 August 19th *1st Day of Class, Syllabus, Intro to Stage Management, Theatrical Hierarchy*

Homework: On Canvas fill out Questionnaire (Due Sunday August 25th at Noon)

Read *Medea* version by Ben Power and take quiz on Canvas (Due Sunday August 25th at Noon)

Monday August 26th *Reading of a Play, Script Prep,*

Homework: Read Allison

Part 1: Preface- Chapter 3 pg. 0-55 and take Chapter quiz's on Canvas (Due Sunday Sept. 8th at Noon)

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

Friday August 30th * *Last Day to Drop Course with full refund with no appearance on official transcript **

Monday September 2nd- No Class due to Labor Day

Monday September 9th

Part 1 Organization- Preproduction Work, Auditions/ Callbacks and Rehearsal Schedules

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

Monday September 16th

Scene Breakdowns and Prep Week, Cue Calling Project

In Class: *Set Tape Out*

Homework: Read Allison Part 2 Rehearsal Process pg. 59-85 and take chapter Quiz's on Canvas
(Due Sunday Sept 22nd at Noon)

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 September 23rd at 1pm for full points **

Scene Breakdown of *Medea* (Due **printed** in class October Monday September 23rd at 2pm)

Monday September 23rd

Bring to Class: Printed Scene Breakdown

The Rehearsal Process: 1st Rehearsals, Running Rehearsals, and Blocking Notation

In Class: Scheduling Exercise

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

Read Allison Chapter 7 and take Chapter quiz on Canvas (Due Sunday September 29th at Noon)

Start your video script (Due Monday October 7th/14th at your meeting time)

Monday September 30th

Scheduling, Running a Show, Running Paperwork, Props and Costume Paperwork, Sign up for Cue Calling Times for 7th/14th, 21st

In Class: *Blocking Exercise*

Homework: Continue work on your video script (Due Monday October 7th/14th at your meeting time)

Monday October 7th

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 PRINTED – 2 copies- Monday October 21st at your meeting time)

Monday October 14th

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 PRINTED – 2 copies- Monday October 21st at your meeting time)

Monday October 21st

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

Cue Calling Presentations- Individual Meetings at appointed time.

Homework: Read Allison Chapter 8 and take Chapter quiz on Canvas (Due Sunday October 27th at Noon)

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

Monday October 28th

Technical Aspects: Organizing Tech and Technical Rehearsals, Discuss/Assign Stage Management Interviews Project

In Class: Shift Plot

Homework: Canvas Reading *Laurie Kinckman's Principles of Document Design* and take quiz (Due Sunday November 3rd at Noon)

Suggested Set up Interview for Project (Final Paper due Via Canvas by Sunday December 1st at Noon)

Monday November 4th

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

In Class: Paperwork Lab Tips and Tricks

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

Read Allison Part 4 pg. 127-144 and take chapter quiz's on Canvas (Due Sunday November 10th at Noon)

Suggested Interview for Project this week (Due December 1st at Noon)

Friday November 8th * Beginning this date students can drop a course with the grade of a W. *

Monday November 11th

Performances, Running the Show and Special Situations

Homework: Read Allison Part 5: Glossary pg.145-171 and take Chapter Quiz's (Due Sunday November 17th at Noon)

Create and Bring Printed Theatre Resume to Class (Due Monday December 5th 2pm printed)

Read on Canvas The PM's Toolkit: Casting and Hiring and take Quiz (Due Sunday November 17th at Noon)

Monday November 18th * Last day for late work by 2pm* all items not turned in will go to 0.

Bring to Class: Printed Theatre Resume

Pursing the Career, The Job Market

In Class: *Resume Lab*

Homework: Create updated Theatre Resume (Due Monday December 2nd Printed at top of class)

Stage Manager Interview Project Paper (Turn in Via Canvas by Sunday December 1st at Noon)

Monday December 2nd

Turn in Printed: Updated Theatre Resume.

Review for the Final

Homework: Study for Final

Monday December 9th

Final according to Fall 24 Final Exam Schedule. 1:30-3:30pm

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