

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 Mondays and Fridays 12-2
After Class or by
appointment.

Contact laura.berrios@unt.edu

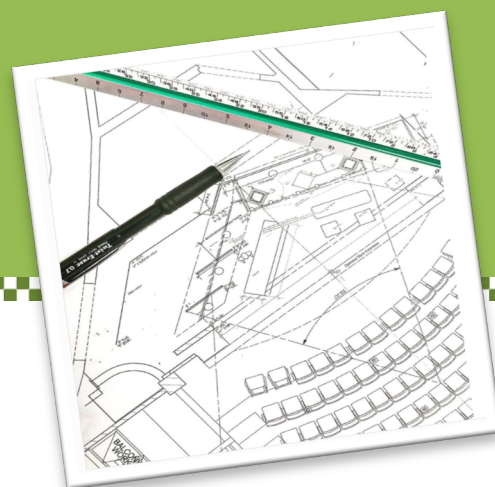
Course Descriptions and Objectives

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. 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 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.

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.

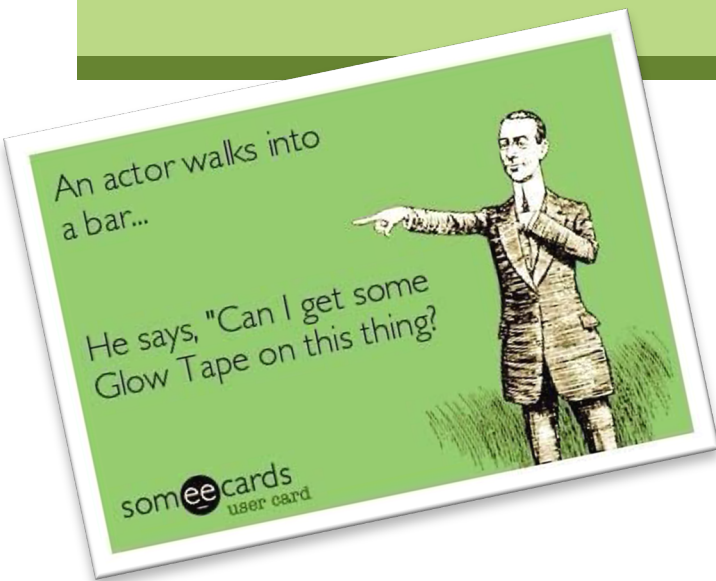
In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence

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 25 points for being physically in class. You can receive up to an additional 25 points (5 at a time) for actively participating in the class. A total of 50 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 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 absence

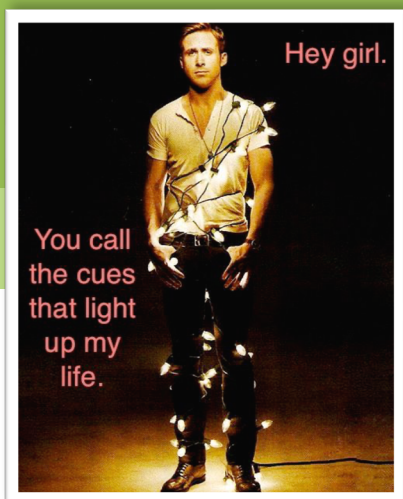
2 absences = ½ letter drop

3 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.



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

OFFICE HOURS

Office Hours will take place post class on Monday's, Friday's 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, 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. Even if working together- you cannot turn in the same paperwork.

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.

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)

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 Stage Manager Toolkit by Laurie Kincman [Referred to as TOOLKIT in assignments]
 - ISBN: 978-1-138-18378
 - 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 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 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.

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. 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 Shadow Project

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 27th. A handout with more details will be handed out at that class.

Due: By Monday, April 28th. *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 March 24th.

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 April 7th

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 24th of March.

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 April 28th.

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

Course Outline

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 **insist that you** work to further 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. These times may vary – it may be 10am one day then 10pm the next. So think ahead and plan for at least 24hrs for you to get a response.

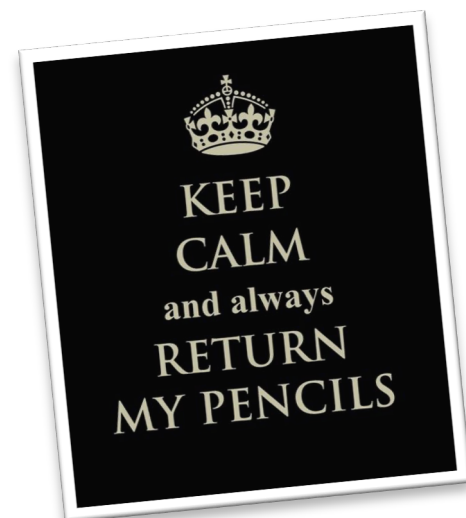
I am happy to schedule one-on-one during office hours or via Teams.

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 January 13th *1st Day of Class, Syllabus, Intro to Stage Management*

Homework: Start Scheduling Assignment

Monday January 20th- No Class: MLK Day

Monday January 27th *Costume Professor Perspective Class, Scheduling, Discuss Shadow Project*

In class for the 1st 1.5-2hrs we will be taking part in a Costume Professor Perspective class, then we will officially meet for class.

Homework:

On Canvas take Quiz for TOOLKIT: Chapter 1 *Avenues of Communication* (Due Sunday Feb 3rd at Noon)

Scheduling Assignment bring to Next Class in an easy to view format – this may be digital but must be easily sharable.

Reading to discuss Next Class: HEADSET Chapter 2 *Maximum Flexibility* and Chapter 9 *The Art of Management*

Saturday Jan 25th * *Last Day to Drop Course with no appearance on official transcript **

Monday February 3rd

Communication, Time Management and Scheduling

Scheduling Assignment due in class at 2pm.

Homework:

Clifton Strengths Test- Upload results to Canvas by Sunday 9th at Noon and Bring results to class. Instructions on Canvas.

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

Monday February 10th

Clifton Strengths with DrewAnn Reyes

In Class: *Set Tape Out* for Cabaret – Bring your scale Rulers

Homework:

On Canvas take Quiz for TOOLKIT: Chapter 3 *Pre-Production* (Due Sunday Feb 16th at Noon)

On Canvas take Quiz for TOOLKIT Chapter 4 *Prompt Book* (Due Sunday Feb 16th at Noon)

Monday February 17th

Pre- Production, Directors and Stage Managers

Homework: Reading to discuss Next Class: HEADSET Chapter 4 The “Smusedays” of Touring a Broadway show!

Reading to discuss Next Class: HEADSET: Chapter 19 Learning from Corporate Stage Management

Monday February 24th

Guest Speaker: Erik Tysinger Corporate and Tour Stage Managing

Homework: On Canvas take Quiz for Tours Reading from provided PDF on Canvas (Due Sunday March 2nd at Noon)

On Canvas take Quiz for TOOLKIT: Chapter 2 Principles of Document Design (Due Sunday March 2nd at Noon)

Create Assigned Paperwork

Monday March 3rd

Document Design

In Class: *Paperwork lab, if you have a laptop bring it to class.*

Homework: On Canvas take Quiz for TOOLKIT: Chapter 5 Rehearsals (Due Sunday March 16th at Noon)

Monday March 10th

Spring Break. No Classes.

Monday March 17th

Rehearsal Processes, Additional rehearsal Fights and Intimacy

Guest Speaker: Captain Milbourn

Homework: On Canvas take Quiz for TOOLKIT: Chapter 6 Tech (Due Sunday March 23th at Noon)

Reading to discuss Next Class: HEADSET: Chapter 8 Stage Manager and Designer’s Strong Ties

Monday March 24th

Tech, Cue Calling, Discuss Cue Calling Project

In Class: Shift Plot

Homework: On Canvas take Quiz for TOOLKIT: Chapter 7 Performances (Due Sunday March 30th at Noon)

On Canvas take Quiz for TOOLKIT: Chapter 9 Next Steps (Due Sunday March 30th at Noon)

Reading to discuss Next Class: HEADSET: Chapter 1 The Big Picture

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 31st at 1pm for full points **

Monday March 31st

Performances, Special Situations, Understudies

Homework: Work on video Script in preparation for meetings.

Friday April 11th * Last Day students can drop a course with the grade of a W. *

Monday April 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 April 14th at your meeting time)

Monday April 14th

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

Cue Calling Presentations

Homework: Create and Bring Updated Theatre Resume (Due Monday April 21st Printed at top of class)

Monday April 21st

Tools of the Trade

In Class: *Resume Lab*

Homework: Cover Letter Assignment (Due Sunday 27th at Noon on Canvas)

Update Theatre Resume (Due Monday April 28th at top of class)

Reading to discuss Next Class: HEADSET Chapter 15 “Was that a go?”

Reading to discuss Next Class: HEADSET Chapter 20 On Networking and Making Connections

Reading to discuss Next Class: HEADSET Chapter 21 From Stage Management to Production Management

Reading to discuss Next Class: HEADSET Chapter 22 Unemployment: The other side of being a freelance SM

Monday April 28th

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

Turn in Printed: Updated Theatre Resume.

Next Steps

Review for the Final

Homework: Study for Final

Monday May 5th

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