

Fall 2023
M 2-4:50 p.m.
RTFP 137

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Office Hours: M 10:30-12, or by appointment

Description of Course and Learning Objectives

Course Description

3 credit hour. Introduction to stage management pre-production, rehearsal, and performance responsibilities and techniques.

Learning Outcomes

- Formulating and sharing oral and written communication skills with members of a production/creative team and production cast
- Understanding of formulating industry standard forms and reports
- Implementation of organization between key members of a production's creative team and company throughout the production process
- Analysis of conflict resolution and ethical dilemmas involved in the production process

Text, Computer, and Software

Please note that all quizzes, tests, and in-class discussions are based on the readings below.

Selected Readings

Alcorn, Narda and Lisa Porter. Stage Management Theory as a Guide to Practice. 1st ed. ISN: 978-00815352280.

Kincman, Lauria. The Stage Manager's Toolkit. 2nd ed. ISBN: 9781138183773.
et others.

Plays (provided)

D'Amour, Lisa. Airline Highway. Print edition. ISBN: 978-0810132887.

Sondheim, Stephen. Sweeney Todd. Applause Libretto Library ed. ISBN: 978-1557830661.

Computer & Software

All student should have access to a laptop or desktop computer. A word publishing and spreadsheet program are the only software requirements for the course. UNT students can access these through their UNT Office 365 account.

Attendance and Late Assignments

Attendance

- Students are expected to attend each class, unless excused circumstance (see below) or a University excuse is provided. Attendance will be taken at the top of each course meeting. It is the student's responsibility to ensure they have signed the role. The role will not be available to sign once the course meeting time has ended.
- You have 2 *freebie* unexcused absences for the semester. Each unexcused absence thereafter results in **2 points deduction per absence from your final grade**.
- Excused Absences
 - Religious holy day, including travel for that purpose;
 - Active military service, including travel for that purpose;
 - Participation in an official university function;
 - Illness or other extenuating circumstances;
 - Pregnancy and parenting under Title IX; and
 - When the University is officially closed.
- How to notify of an excused absence?
 - Students must request an excused absence in writing (e-mail), providing satisfactory evidence to the instructor. This can be completed in a reasonable time before or after the absence.

Late Assignments

Unless a University approved excuse is provided, no late late assignments will be accepted. If an excused absence is allowed, an updated due-date will be assigned for the affected assignments.

Grading Scale and Assignments

A	90-100%	Excellent
B	80-89%	Above Average
C	70-79%	Average
D	60-69%	Below Average
F	0-59%	Failing

Templates—20 pts/160 total

1. Rehearsal Schedule
2. Props List/Contact Sheet
3. Backing Page
4. Blocking Notation
5. Call Sheet/Rehearsal Report
6. Shift Plot
7. Costume Plot
8. Performance Report

Assignments—50 pts/200 total

1. Initial Greeting
2. Breakdown—*Airline*
3. Director Prep—*Airline*
4. Props List—*Airline*

Reflections—50 pts/250 total

1. Self Evaluation
2. Rehearsal Culture
3. Environment
4. Ethics
5. Self Re-evaluation

Show Response—25 pts/50 total

1. *Airline Highway*
2. *Sweeney Todd*

Test—200 pts/400 total

1. Test 1
2. Test 2

Final Project—300 total

Canvas

This course will utilize Canvas throughout the semester. All assignments will be submitted by midnight on the date due through file upload, unless noted otherwise.

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.

If a student submits work that includes any of the above behaviors the following actions will be taken:

- The student will be notified in writing and a meeting between the student and professor will be requested.
- 1st Offense - students received a zero for the graded assignment.
- 2nd Offense - the student will be reported to the Office of Academic Integrity for a violation of the University policy.

ADA Accommodation:

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

Emergency Notification and 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 the UNT Learning Management System (LMS) for contingency plans for covering course materials.

Tentative Course Schedule

Date	Subject/Objective	Readings Due	Assignments Due
Unit 1: The Basics			
WEEK 1			
Aug 21	Intro to Class		
WEEK 2			
Aug 28	Theatre Organization	SM Toolkit - Chpt 1 SM Theory - Chpt 2	Reflection 1: Self-Eval
	Role of a Stage Manager		
	Self-Eval/Purpose of a Stage Manager		
	Communication - Practical		
WEEK 3			
Sept 4	Labor Day-NO CLASS		
WEEK 4			
Sept 11	Communication - Theory	SM Theory - Chpt 4 Sm Toolkit - Chpt 2	Assg1: Initial Greeting
	Document Design		
	Document Design Demo		
WEEK 5			
Sept 18	Airline Highway	Airline Highway	Show Response 1: Airline Highway
WEEK 6			
Unit 2: Pre-Production			
Sept 25	Analysis, Calendar, Scene Breakdown	SM Toolkit - Chpt 3	Template 1: Rehearsal Schedule
	Meetings, Props List, Auditions, Contact Sheets		Assg2: Breakdown— Airline
WEEK 7			
Oct 2	Prop List	SM Toolkit - Chpt 4	Template 2: Props List & Contact Sheet
	Prompt Books		Assg3: Director Prep— Airline
	Test 1 Review		
WEEK 8			
Oct 9	Test 1		Assg4: Props List— Airline

Date	Subject/Objective	Readings Due	Assignments Due
WEEK 9			
Unit 3: Rehearsals			
Oct 16	Rehearsals - First Rehearsals and Culture	• SM Toolkit - Chpt 5, pps 113-118 • SM Theory - Chpt 6	Template 3: Backing Page
	Scale		Reflection 2: Rehearsal Culture
	Groundplans		
WEEK 10			
Oct 23	Blocking and Notation	SM Toolkit - Chpt 5, pps 118-155	Template 4: Blocking Notation
	Scheduling and Reports		
WEEK 11			
Unit 4: Tech Rehearsals			
Oct 30	Production Meetings and Putting it Together	SM Toolkit - Chpt 5, pps 155-164	Template 5: Call Sheet/Rehearsal Reports
	Prepping for Tech	SM Toolkit - Chpt 6, 165-182	
WEEK 12			
Unit 5: Other Considerations			
Nov 6	Shift Plots	SM Toolkit - Chpt 6, 182-204	Template 6: Shift Plot
	Costume Plots		Template 7: Costume Plot
	Cueing		
WEEK 13			
Nov 13	Sweeney Todd	Sweeney Todd	Show Response 2: Sweeney Todd
WEEK 14			
Nov 20	Thanksgiving Break No Classes		
WEEK 15			
Unit 6: Performances			
Nov 27	Environment	SM Theory - Chpt 3	Reflection 3: Environment
	Ethics	SM Theory - Chpt 7	
	Previews, Pre-Show, Reports	SM Toolkit - Chpt 7, pps. 211-233	Reflection 4: Ethics
	Maintaining the Show		
WEEK 15			

Date	Subject/Objective	Readings Due	Assignments Due
Dec 4	Test 2		
WEEK 16			
Dec 11	Final Project Due - 3:30 p.m.		