

THEA 3365.01

Stage Management

Syllabus – Fall 2017 – updated 09.24.17

Rather 301

Mon / Wed 12:00pm – 1:20pm

Instructor: Debs Ramser, AEA SM

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Phone #: 281-787-8060

Office: tba

Office Hours: Mon /Wed after class, by appt

Note: Syllabus is subject to change at the discretion of the instructor.

Course Description:

Advanced study of theatre management with emphasis on the organizational, technical, and management responsibilities of a stage manager, and the stage manager's interaction with all other positions in the theatre.

Course Objective:

The student should gain an understanding of the basic process of a stage manager. We look at the stage manager's procedures for pre-production, rehearsal, technical rehearsal, and the performance phases of the theatrical process. We will also cover the professional world of Stage Management (in theatre and musical theatre, as well as opera and dance).

Required Text:

The Backstage Guide to Stage Management (3rd Edition) by Thomas A. Kelly

Required Supplies:

1" – 2" D-ring binder, with tabbed dividers for same
internet access
printing capability

Classroom Demeanor:

Please **NO USE OF CELL PHONES IN CLASS. TURN THEM OFF OR TO SILENT MODE.** If you are caught texting or the like in class your grade will be reduced. Please don't.

The classroom is a space in which many ideas and opinions are expressed and discussed. I ask that all students show respect, sensitivity, and discretion with each other and the topics that maybe discussed in the classroom.

Attendance Policy:

The best way to learn is to be present and active in class. Attendance records will be strictly kept. Be there and be on time (or early).

Tardiness is not acceptable. Lateness occurs when a student arrives for class up to 15 minutes later than the scheduled time; arrival after 15 minutes will be considered an absence. Two latenesses equal one absence. However, everyone gets one free absence. Use it wisely.

All other absences will result in a lowering of your grade by 10 points.

There is no such thing as a late or absent Stage Manager.

Note: do not come to this class if you have a contagious illness such as flu, bronchitis, strep throat or other ailment that will risk making other class members sick. If you are too ill to be in class, contact me to let me know you will not be there. Please bring a note from your physician upon returning to class. This type of absence will be excused.

Evaluation	Points
Your grade will be determined as follows:	
Course Supplies	10 pts
Paperwork:	
Contact Sheet (due Sept 20)	5 pts
NT/XT Chart (due Sept 27)	10 pts
Production Calendar (due Sept 27)	10 pts
Prelim Prop List (due Oct 4)	10 pts
Set Plans w/Measurements (due Oct 11)	15 pts
Sign-in (due Oct 16)	5 pts
Emergency Form (due Oct 18)	5 pts
Prop Preset (due Nov 6)	20 pts
Report Templates (due Nov 13)	15 pts
Running Sheet (due Nov 20)	20 pts
Resumé (due Dec 4)	15 pts
Production Book (final project; due Dec 6)	35 pts
Class Participation	25 pts
Total Possible Points	200 pts

Course Grades:

179-200 pts — A
159-178 pts — B
139-158 pts — C
119-138 pts — D
118 & below — F

All paperwork is to be handed in, **not emailed to me**. Paperwork is considered late when it is not in my hands **at the beginning of the class for which it is due**. Multiple pages must be **stapled**. This is an upper-level college course; **grammar, spelling, and punctuation count**.

Last day to drop full-semester fall course with a “Q” is Friday, November 10.

Updated Calendar *(subject to change at the discretion of the instructor):*

Monday, September 18 – Pre-Production

Due: Kelly chapter 2

HW: create Contact Sheet (due Sept 20)

Wednesday, September 20 – Pre-Production

Due: Contact Sheet

HW: create Production Calendar, Entrance/Exit Chart (due Sept 27)

Monday, September 25 – discuss paperwork and measuring ground plans

HW: set up production book with script, tabs (due Sept 27);

create preliminary Prop List (due Oct 4)

Wednesday, September 27 – Production Meetings

Due: Production Calendar, Entrance/Exit Chart

HW: measure ground plans for taping (due Oct 9)

Monday, October 2 – Actors' Equity Association and its uses

Due: script set-up in binder with tabs

HW: read AEA SPT Rulebook and Kelly appendix 10

Wednesday, October 4 – First Rehearsal

Due: preliminary Prop List

HW: read Kelly chapter 4; create Sign-In Sheet (due Oct 16) and Actor Packet (due Oct 18)

Monday, October 9 – in-class exercise: Taping-Out the Set 1

Wednesday, October 11 – in-class exercise: Taping-Out the Set 2

Due: Ground Plans marked with measurements for taping

HW: read Kelly chapter 5

Monday, October 16 – Blocking / Staging, Shorthand

Due: Sign-In Sheet

Wednesday, October 18 – in-class exercise: watch Prologue and begin watching Act 1; notate blocking for same

Due: Actor Packets

HW: blocking notation of Prologue (due Oct 25)

Monday, October 23 – in-class exercise: continue watching Act 1; notate blocking for same

HW: blocking notation of Act 1 (due Nov 8)

Wednesday, October 25 – in-class exercise: watch Act 2; notate blocking for same

Due: blocking notation of Prologue

HW: blocking notation of Act 2 (due Nov 15)

Monday, October 30 – Props!

HW: create Prop Preset (due Nov 6)

Wednesday, November 1 – Line Notes, Prompting

Monday, November 6 – Reports - Rehearsal, Production Meeting, and Performance

Due: Prop Preset

HW: read Kelly appendices 3, 5, 11; create Rehearsal Report and Production Meeting Report templates (due Nov 13)

Wednesday, November 8 – Paper Tech

Due: blocking notation of Act 1

HW: read Kelly appendices 6, 7, 8, 13; create Running Sheets (due Nov 20)

Monday, November 13 – Tech Rehearsals and Backstage Etiquette

Due: Rehearsal Report and Production Meeting Report templates

HW: read Kelly chapter 7 and appendices 8, 9

Wednesday, November 15 – Calling a Show

Due: blocking notation of Act 2

HW: read Kelly chapters 8, 9

Monday, November 20 – Career Information

Due: Running Sheets

HW: read Kelly chapter 12

Wednesday, November 22 – no class; Thanksgiving break

Monday, November 27 – in-class exercise: creating a professional Resumé (*due Dec 4*)

Wednesday, November 29 – visit from an S.M. (tba)

Monday, December 4 – visit from an S.M. (tba)

Due: Resumé

Wednesday, December 6 – last day of class

Due: Production Book (with staging notated, plus all paperwork)

MISCELLANEOUS FINE PRINT

Academic Honesty: All SHSU students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

Stage management and theatre management is a collaborative art. However, it is essential that stage managers and theatre managers are able to work independently as well as part of a group. Some assignments must be done independently, others require collaboration. The rules of the assignment must be adhered to rigorously. Failure to do so will result in a grade reduction. The area of academic honesty is also violated when one turns in another individual's assignment and claims it as one's own. Anyone who does not adhere to the rules of the assignment runs the risk of receiving a zero on the assignment. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/dean-of-students/index.html>

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

Religious Holidays: Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf>

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the instructor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.