

The University of South Dakota
Theatre 490, Theatre Topics: Stage Management

3 Credits, Fall

Instructor: Callie Hisek

Time: Friday 8-10:50am

Office Hours: 1-2pm Friday

Fine Arts, Room 180

Contact: Callie.Hisek@usd.edu

DEPARTMENT OF THEATRE STATEMENT OF MISSION

The Department of Theatre prepares the student for a career in the theatre and encourages personal and creative growth. We do this by providing a comprehensive, liberal arts education, supplemented by intensive craft training, in which classroom study and practical experience are of equal and complementary value. The Department promotes excellence in education, research, and service; promotes student engagement and leadership; develops creative and pragmatic problem-solving skills; explores new questions, techniques, and practices in the theater; and inspires students to become life-long learners who contribute to their respective discipline and profession while enhancing the cultural life of the community.

COURSE DESCRIPTION

Study of the principles and systems of stage management, with particular emphasis placed upon developing effective organizational tools and communication techniques. There will also be practical application of stage management skills in University Theatre productions.

STUDENT LEARNING OUTCOMES

1. Appreciation for the role of stage manager and their responsibilities.
2. Enhance skills in communication, leadership, organization and time management.
3. Certification in CPR/AED and first aid.
4. An understanding of AEA rules and regulations.

REQUIRED TEXT

Maccoy, P. (2004). *Essentials of Stage Management* (4th ed.). Routledge: Taylor & Francis Inc.

RECOMMENDED READING

Carter, P. (1994). *Backstage Handbook* (3rd ed.). Louisville, KY: Broadway Press.

ATTENDANCE

Since many of the class assignments are built on class instruction and activities, it is necessary that you be present. Medical and family emergencies are legitimate excuses for an absence, but you need to provide a written explanation of your absence to the instructor as soon as you return to class. All university-excused absences should be cleared in advance. More than two unexcused absence may result in your final grade being lowered by one full letter grade.

DISABILITIES SERVICES

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information contact: Ernetta L. Fox, Director of the Office of Disability Services (Service Center 119; 677-6389)

FREEDOM IN LEARNING

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the instructor of the course. If the student remains unsatisfied, the student may contact the department head and/or dean of the college which offers the class to initiate a review of the evaluation.

UNIVERSITY'S POLICY ON CHEATING AND PLAGIARISM

No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

- Given a zero for that assignment.
- Allowed to rewrite and resubmit the assignment for credit.
- Assigned a reduced grade for the course.
- Dropped from the course.
- Failed in the course.

COURSE REQUIREMENTS

A fee of \$25 will be required for both CPR/AED Training and First Aid Training.

Each student who will be stage managing during the school year will have to purchase items for a stage management kit.

A prompt book will be created over the course of this class, be aware that photocopying and printing costs will be a part of the requirement.

Evaluation is based on...

Preparedness, contribution to in-class discussions	15 points
Stage Management Kit	15 points
Taping of Stage	10 points
Prompt Book	80 points
Audition Form (5 points)	
Callback Sides (5 points)	
Schedule (5 points)	
Contact Information (10 points)	
Script: with blocking notation (20 points)	
Plots: props, French Scene, scene breakdown – 5 points each (15 points)	
Rehearsal Report: 3 needed at 5 points each (15 points)	
Production Meeting Report – one needed (5 points)	
Cue Book	30 points
Script with Q's written in (20 points)	
Sign-In Sheet (5 points)	
Scene Shift (5 points)	
Check List (5 points)	
Production Shot List (5 points)	
Calling Cues	20 points
Total Points	170 points

The final grade will be based on the following point scale

153-170 points	= A
136-152 points	= B
119-135 points	= C
102-118 points	= D
0-101 points	= F

Course Outline (subject to change)

Date

- Aug.31 Introduction to class, review syllabus and discuss major project
- Sept. 7 CPR & AED Training
- 14 First Aid Training
Read Chapter 1: The Role of Stage Management
- 21 The Role of Stage Management; SM-Director Relationship; Prompt Book (Script Assigned)
Chapter 2: Stage Manager as Manager
- 28 Stage Manager as Manager; Production Meetings; Stage Management Kit discussion
Stage Management Kit, Chapter 3: Research and Preparation
- Oct. 5 Research and Preparation; Sharing of SM Kit; Audition and Callback Responsibility
Chapter 4: Preparing for Rehearsal
- 12 Preparing for Rehearsal; taping the stage; Prompt Book Set-Up
Chapter 5: The Rehearsal Process; bring in prompt book
- 19 Rehearsal Process; Moving into the Theatre; Plots; Rehearsal Reports
Chapter 8: Stage Properties
- 20 Stage Properties; Jack-and-Jill of all Trades;
Chapter 6: The Production Period
- 26 Production Period; Relationship with Team; Headset Decorum; Calling Cues
Chapter 7: Performance and Beyond
- Nov.2 Performance and Beyond; Cue Book; Sign-in Sheet; Check Sheets
Cue Book with cues
- 9 Relationship with House Manager, Run Crew and your ASM; discussion
Sign-in sheet, check sheets, scene shifts
- 16 Photo Call; Post Performance; discussion
Chapter 9: Safe Practice; Chapter 10: Contemporary Practice/AEA Rules
- 23 **No Class: Thanksgiving Break**
- 30 Safe Practice; Contemporary Practice
- Dec.7 Work day

FINAL EXAM: Wednesday, December 12, 2012; 2:00-3:40pm; Room 180