

Stage and Theatre Management

COURSE SYLLABUS

THR 365.01
3 Credit Hours

Fall 2009
David McTier

Location & Times	UTC 135, 9:30-10:50 a.m., Tuesdays and Thursdays
Instructor	David A. McTier, Ph.D., Associate Professor of Theatre
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Office Hours	1:00-1:45 MWF; 11:00-12:15 TuTh; other times available by appointment
Catalogue Description	Advanced study of theatre management with an emphasis on the organizational, technical and management responsibilities of a stage manager as well as the public relations and marketing skills needed to run a house and box office. Included will be a focus on the establishment of a collaborative atmosphere within a production team or within a theatre company. Credit 3.
Course Description	<p>This course will be approached as a workshop comprised of activities and projects designed to introduce and hone the skills needed by a stage manager including preproduction, auditions, rehearsals, performance and post production. Classes will include discussion, topical workshops, and individual projects.</p> <p>All of the individual projects will focus on the types of activities and materials you need to know and use to be a successful stage manager here at SHSU. We will work on many of these projects together during our sessions in the computer lab and then post our resulting projects on individual blogs.</p>
Course Objectives	<p>Upon completion of this course, you should be able to:</p> <ul style="list-style-type: none">• Understand and execute the responsibilities of the stage manager during pre-production, auditions, rehearsals, performance and post production.• Learn to use software for generation of forms and other paperwork.• Create and complete forms used by a stage manager.• Understand and be able to employ the vocabulary required of an SM.• Read and analyze a script from the stage manager's point of view.• Organize and manage a theatrical audition.• Conduct and organize an effective theatrical rehearsal.• Organize and effectively execute a technical rehearsal.• Understand the preparation for and "calling" of a performance.• Understand basic safety and medical issues and approved emergency protocols.• Understand Equity regulations for certain theatrical organizations and production processes.• Know how to build a promptbook (hard copy and/or digital) that contains cues as well as all necessary production records.• Build a blog for the submission and sharing of your materials.

Required Text	<i>The Backstage Guide to Stage Management: Traditional and New Methods for Running a Show from First Rehearsal to Last Performance (Paperback) by Thomas Kelly, \$18.95</i>
Supplies & Expenses	<p>triangular architect's scale ruler; a tablet of quadrille paper (1/8" squares); three-ring notebook(s) with dividers.</p> <p>Your course fee provides you with one complimentary ticket to each of the department's productions.</p>
Graded Components	<p>Except for the SM Vocabulary, all projects will be posted on your blog.</p> <ul style="list-style-type: none"> 10% Script Analysis 10% Forms (Audition, Company, Publicity) 10% Supplies, Tools, and Spaces 10% Safety and Medical Forms and Procedures 10% Schedules & Time Management 10% Rehearsal and Production Meeting Reports 10% Scale and Groundplan 10% Blocking and Cue Notation 10% SM Vocabulary (repeatable test on Blackboard) 10% Promptbook
Final Exam	There is no final exam for this course; however, your final project—the promptbook—is due at our final exam period: Tuesday, December 15, at 8:00 AM . (Just have to me in the office no later than 12 noon that day.)
Final Course Grade	A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59
Attendance Policy	<p>You are expected to attend every class and be punctual and prepared. Given the experiential nature of the learning in this class, to miss (or be tardy) for any reason, legitimate or not, thus diminishes what you take from as well as what you contribute to the class. (Bottomline... a stage manager who doesn't show up or is late?! Really?!)</p> <p><i>University Policy: A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work has not been missed; however, at the discretion of the instructor, a student may be penalized for more than three hours of absences.</i> Thus, you are allowed to miss two (2) TU/TH classes. For each additional absence, you will lose five (-5) points from your total number of points.</p> <p>Two exceptions are made: one, religious holy days and required travel time (requests must be submitted within the first fifteen days of the semester); and, two, pre-approved and documented university obligation, e.g., athletics attending the Texas State KACTF Festival. If you miss class due to pre-approved religious or university obligation, you should submit your assignment(s) <u>prior</u> to their anticipated absence to avoid penalty.</p> <p>Excessive absences due to legitimate reason and/or extraordinary circumstances must be handled through the Dean of Students Office. If the Dean thinks you have a situation that I should accommodate, he will e-mail me (and your other teachers).</p> <p>Please do not give me doctor's notes and court papers or call me to say that you cannot be in class for a reason that you think is legitimate; just work with the Dean's Office. (Then there's no subjective judging or perceived favoritism on my behalf.)</p>
On-Time Bonus	For each class that you arrive on time, you will be rewarded 1/10 th of a point to be added to your final course grade. (Don't scoff: 30 of these "tasty treats" would raise your final course grade +3 points!)
Late & Makeup Work	Projects submitted late will <u>not</u> be accepted <u>without penalty</u> unless there is an extraordinary situation approved by me, the instructor, or requested by the Dean's

Office. Any project submitted after the due date and time (without approval) will be penalized one letter grade for each week late.

Academic Dishonesty University Policy: *All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete 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.*

Classroom Conduct University Policy: *Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.*

You may not bring food or candy into the classroom. Beverages are acceptable as long as you clean up any spills and dispose of your containers. Gum and lozenges are acceptable only if I, the instructor, cannot see, hear, or smell them. Use of laptops and cell phones (texting!) during class is not permitted.

Students with Disabilities University Policy: *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, you should register with the SHSU Counseling Center and then talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. Please note that no accommodation will be made until you register with the Counseling Center.*