STAGE MANAGEMENT BASICS
TPA 2600 - Fall 2014
Revised: August 24, 2015

OFFICE HOURS: Tuesday: 3:30pm – 5:00pm
                            Wednesday: 1:30pm – 3:00pm
                            Thursday: 10:30am – 11:30am

COURSE OBJECTIVES: This course is intended to give you an academic understanding of the various aspects of Stage Management and ways the field can be applied. This course is designed to answer the question: What is the role of the Stage Manager? Since this question can be answered in different ways based on the type of performance venue (Broadway, Regional, Theme Park, Cruise Ship, Special Events, etc), we will explore each option and talk to people within those careers. The course will give you an understanding of the various duties of a Stage Manager and help you to discern the areas you are most interested in pursuing. You will be encouraged to continue to build a network of industry contacts and knowledge while being part of a classroom team that will provide support beyond completion of this class.

In addition, this course will begin the introduction into the craft of Stage Management. Practices, skills, tools, and best practices.

REQUIRED MATERIALS
The following are the required items (but not limited to) for the Beginning Stage Management class.

- Ability to have access to e-mail for both sending and receiving information.
- Ability to print.
- Three ring binder and dividers

REQUIRED TEXT:
- The Light in The Piazza (script)
- The Stage Management Handbook (Daniel Ionazzi)
- The Backstage Guide to Stage Management (Thomas A. Kelly)

CREDIT HOURS This is a three (3) credit class.

ATTENDANCE: Your attendance is critical. You miss important information if you miss a class. I do not schedule makeup sessions to review work from missed classes. You are allowed to miss one class without documentation. After that your final grade will drop ½ a letter grade for every class missed. In case of legitimate emergencies (to be determined by the professor, doctors or any other scheduled appointment is NOT legitimate except in the case of last minute emergencies) official documentation will be
accepted. Do not schedule anything against this class unless you are willing to accept the ramifications of the absence.

If in class work is missed, due to absence, the professor will determine if the missed assignment can be done at a later date.

**OFF CAMPUS SITE VISITS**

There will be some off-campus visits. These visits are expected to provide significant learning opportunities. As a key part of this course, they are considered the same as scheduled classroom times. Failure to attend any of these visits will carry the same consequences as missing a class unless University, Production or other class demands are such that requires the student to be present for that activity. Should you be unable to attend or unable to stay for the entire visit, this information must be communicated no later than seven days prior to the event. These visits do not preclude other classes. You must obtain permission to miss other classes, and professors are not required to give you said permission.

**CLASS ASSIGNMENT:**

Students will be assigned to “stage manage” the classroom appearance of a number of Special Guest Instructors as well as off campus site visits.

**GOLDEN RULE**

Violations of student academic behavior standards are outlined in the Golden rule, The University of Central Florida’s Student Handbook. See [HTTP://WWW.UCF.EDU/GOLDENRULE/](HTTP://WWW.UCF.EDU/GOLDENRULE/) for further details.

Cheating whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course related material shall also constitute cheating.

Plagiarism whereby another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or materials taken from another has plagiarized.

A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

**OTHER ISSUES:**

Any student in the course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity.

It is the policy of the University to reasonably accommodate absences due to observed religious holidays, however, the student will be held responsible for any material covered during the absence and you must inform the instructor two weeks prior. There are plays and materials which may express adult or controversial themes as well as strong language. If this presents a problem for you, please see the instructor immediately to assess your chances for success in this course.
You are expected to attend 2 hours of each tech rehearsal, on either the Saturday or Sunday of each show. The purpose of this assignment will be to observe the stage managers of the show in action and to learn from this experience as well as evaluate their performance. Each paper must be a minimum of 3 and include an evaluation of both the Stage Managers and Assistant Stage Managers duties specific to that production and address any areas you may be surprised by or learn something new. You may also attend a first rehearsal (at least the first two hours of the rehearsal, including Introductions, Design Presentations, etc), for one of the shows this semester and do an evaluation of the information covered, presentation quality, callboard & Hall set up as well as leadership for extra credit or to substitute for another paper. To clarify, you must write 4 papers, only 1 can be a first rehearsal. If you are on the crew or an ASM you may write your paper from the perspective of a crew member/ASM. There will also be emails and journal entries based on both the required reading AND discussions from class, as assigned throughout the semester. These papers account for 25% of your grade.

Dates for Attendance:

(Due Dates for papers are on the schedule and are set in stone)

The Understudy Tech Days: Sept 12th & 13th
(Paper due 9/22)

The Divine Sister Tech Days: Sept 19 & 20th
(paper Due 9/29 )

Hair Tech Days: Oct. 10th & 11th
(Paper Due 10/20)

Man and Superman Tech Days: Nov 7th & 8th
(Paper Due 11/17)

First Rehearsals: (one may be done to swap out a Tech paper)

The Divine Sister/ OR The Understudy Monday, August 24 (Paper Due Tuesday, September 1)

Hair Tuesday Sept. 1st (paper Due 9/8)

Man and Superman Monday Oct 5 (Paper Due 10/13)

Schedules change and tech rehearsals end early! It is your responsibility to make it to each of these events and to keep abreast of all schedule changes! Information on calendar & callboard.
**JUNE BRIDE PROJECT**

This project will focus on analyzing the June Bride Script. This project will be interactive throughout the semester, and will include creating paperwork, participation and discussions, email responses, and “labs” as assigned. Combined with the SM Basics project – these two projects will be worth 25% of your grade. **DUE OCT. 1st**

**SM Basics**

We will use *The Light in the Piazza* script and the *Live from Lincoln Center* recording of Piazza to introduce basic skills, tools, and craft of being a Stage Manager. This project will be interactive throughout the semester, and will include creating paperwork, crafting tools and materials, participation and discussions, emails and “labs” as assigned. Combined with the June Bride project – these two projects will be worth 25% of your grade. **Due November 19**

**FINAL PAPER**

This paper will count for 25% of your grade, it will involve interviewing stage managers in 3 different fields of stage management and using that information to compare and contrast the responsibilities and lifestyles of each field. This information should help to further develop an idea of what area you would like to pursue. Minimum 9 pages. **DUE DEC 3rd**
CLASS PARTICIPATION & NETWORKING:

There will be many discussions in this class as well as guest speakers. Your opinion matters and we not only learn from our teachers but from our peers! In class discussions there is never a wrong answer or a stupid question. You are expected to participate on a regular basis with your thoughts, opinions and questions. Please do remember to be respectful in all expressions, but respectful does not mean you have to agree with the teacher or have a positive opinion of someone’s work. It simply means that disagreements are expressed in a polite way, and criticism is offered constructively. In order to be actively involved you need to plan in advance. Please prepare 3 questions for every guest speaker; you will turn these in at the end of the class.

In addition every guest who visits or whom we visit is an opportunity to network. You are expected to send a thank you email to each guest within 24 hours of their visit. You will be graded on these and must CC the ucfsm1@gmail.com email address in order to receive credit.

Lastly there will be several communications from team members of the class production of “June Bride” These communications must be responded to in the manner you feel is best, via email. A rule of thumb (and in order to receive credit) emails must always be responded to within 24 hours. There is no advance schedule for these, think of them like pop quizzes.

25% of your grade will be based on your participation and networking as described above.

GRADING:

Late work will not be accepted. All assignments (aside from thank you emails & June Bride communications) are due in class, printed. If you are not in class you may submit the assignment via email, no later than the beginning of class time. Stage Management is a field based on communication; writing and speaking well are vital! Spelling, syntax, grammar and punctuation COUNT; In life and in this class. I deduct 5 points for every writing mistake from the final grade of the assignment.

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<td>A- = 3.75</td>
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Location: M0261
IMPORTANT!!!!!!
As of Fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity by the end of the first week of classes, or as soon as possible after adding the course, but no later than August 26. Failure to do so will result in a delay in the disbursement of your financial aid. Go to webcourses and complete the research project.

SUBJECT TO CHANGE!