Course Description: Study of the duties and qualities of stage managers. Practical and theoretical experience with paperwork for production books, reading floor plans, calling shows, personnel and budget management, audience relations and general information on attaining positions.

Important note about email: I will always expect to contact you through your campus email account. I, in return, am very accessible via email. If you have personal issues with checking your school email account, I suggest you solve them immediately. Communication via email is a general life skill that you should all be learning to manage.

Important note about dress code: I expect you to present yourself in a clean neat manner at all times during the semester. You must dress as if you were at work in the theatre. This does not mean “business clothing”. It does mean that you will be neat and clean, presenting yourself as someone responsible and capable of being in charge of a production. No sweatpants, pajamas or flip flops will be tolerated. This is both in class and out of class. This is a pass/fail aspect of this course.

Program learning outcomes:
1. The student will be able to analyze a script in ways that are necessary to a theatre practitioner or scholar/critic.
4. The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
5. The student will demonstrate intermediate to advanced competence in one or more theatre specialization(s).
6. The student will demonstrate collaborative and/or leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.
4. The student will be able to complete and document a major project as a stage manager, as a designer or technician, or as an actor or director, demonstrating advanced competence in the student’s specialty.
6. The student will be able to present an effective presentation appropriate to the student’s specialization.

Student Learning Outcomes:
1. Students will exhibit knowledge of stage management procedures (PLO A1, E1, F1)
2. Students will demonstrate clear understanding of the specific duties of the stage manager (PLO A4, E4, F3)
3. Students will fulfill an active assignment as a Stage Manager or Assistant Stage Manager in an SFA production (PLO A6, E6, F5)
4. The student will submit a prompt book that will demonstrate the full understanding of the Stage Management process within a given production (PLO A1, A4, E1, E4, F1, F3)
Text: The Stage Manager’s Toolkit, Laurie Kincman (required)
Backstage Handbook, Paul Carter (recommended)

Grading:
10% practical prompt book on Mainstage or student production
10% practical review of work on Main stage or student production
10% class production paperwork (theory project 1)
  5% taping the floor
10% completed class production book (class production)
10% call the show in class
10% letter and resume
  5% appropriate dress
15% Midterm
15% Final Exam

Course Requirements:
1. The student will participate in a SFA theatre production in a stage management role fulfilling duties required of the production.
2. The student will turn in a practical prompt book noting the duties required by the production.
3. The student will dress appropriately at all times to be in a leadership role.
4. The student will complete a sample prompt book for an in class production.
5. The student will lead a rehearsal, a technical rehearsal and a performance of the in class production.
6. The student will complete a letter and resume suitable for applying for a management position in Theatre.
7. The student will take a midterm and final exam
8. NO PROJECTS WILL BE ACCEPTED LATE.

Attendance: Regular attendance is imperative to developing the knowledge necessary to pass this course. Any absence above 3 will be deducted from the final grade as 1/3 a leer grade. Three (3) late/tardy arrivals will be counted as an absence. 10 or more absences will result in an automatic failure in the course.

Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy o penalties for cheating and plagiarism.

Definition of academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class: (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of
cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

Withheld Grades, Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the student conduct code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides Students with recommendations for resources or other assistance that is available to help SFA students succeed.