



**THE 317.001  
STAGE MANAGEMENT  
COURSE SYLLABUS FALL 2019  
PAC 112  
TR 11:00 AM – 12:15 PM**

**Instructor:** Donna Deverell, MS

**Office:** PAC 104

**Office Hours:** Monday and Wednesday, 10:00 am – 11:00 am, Tuesday and Thursday  
11:00 am – 12:00 pm, and by appointment

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<b>COURSE INFORMATION</b>
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**Materials – Textbooks, Readings, Supplementary Readings:**

- Required
  - *The Back-Stage Guide to Stage Management, 3<sup>rd</sup> Edition* by Thomas A. Kelly, ISBN 978-0-8230-9802-6
  - (2) 3-ring binders with tabs
  - Access to Google Drive
  - Access to Basecamp (will provide)
- Recommended
  - *The Stage Manager's Toolkit, 2<sup>nd</sup> Edition* by Laurie Kincman, ISBN 978-1-138-18377-3

**Required Viewing:**

- *Cul-de-Sac*, October 15-20
- *Alice!!!*, November 19-24

For reservations call 903-886-5900 or email [playhouseboxoffice@cp.tamuc.edu](mailto:playhouseboxoffice@cp.tamuc.edu). Visit [www.marketplace.tamuc.edu/boxoffice](http://www.marketplace.tamuc.edu/boxoffice) to make reservations online.

**Course Description:** This course is an in-depth look at the role of the stage manager within the theatre industry. Topics will include: terminology, management skills, production books, blocking notes, interpersonal skills, duties (preproduction, production, and

post production), communication, and training of assistants and crew members.

**Student Learning Outcomes:**

1. Become a more informed and knowledgeable theatre technician
2. Gain an in-depth understanding of the elements of rehearsal structure and theatrical production
3. Gain an understanding of the roles and relationships that occur within the theatre

<b>COURSE REQUIREMENTS</b>
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**Instructional Methods and Activities:**

- In-class exercises and assignments cannot be made up.
- Please be on time to class, and stay for the duration. Note that attendance does not equate participation. Students must be actively engaged to receive credit for participation.
- Students are required to attend two rehearsals of each production this semester, to observe the SM/ASM(s). Students MUST arrange attendance at least 24 hours in advance with the director. The director retains the right to prevent visitors at any rehearsal for the protection and comfort of their actors, as well as the integrity of the rehearsal process.
- Students are required to attend at least one technical rehearsal for each production, to observe the SM/ASM(s).
- Students are required to attend two production meetings of each production this semester, to observe the SM/ASM(s).
- I do not accept late work. Make up tests, etc. must be approved by the instructor, and appropriate documentation of reason for absence is required.

**Grading:**

Attendance/Participation	150 points
Rehearsal Attendance	150 points (total)
Production Meeting	
Attendance	100 points (total)
Assignments	200 points
Prompt Book	200 points
Cue Book	200 points

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1000 Total Points

Exceptional work will receive an	A (90% and above)
Above average work will receive a	B (80% - 89%)
Average work will receive a	C (70% - 79%)
Below average work will receive a	D (60% - 69%)
Unacceptable work will receive an	F (59% or less)

**Extra Credit:**

Extra credit is provided at the discretion of the instructor.

### TECHNOLOGY REQUIREMENTS

Students are expected to check their email and myLeo account on a regular basis for communication regarding the course. Students must also have access to Google Drive and Basecamp to receive and turn in assignments.

### ACCESS AND NAVIGATION

This course will be enhanced by using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamu-commerce.edu/login.aspx>. You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**eCollege Student Technical Support** (QM 6.6, 7.1) Texas A&M University- Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

**Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.

**Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

**Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative.

**Help:** Click on the 'Help' button on the toolbar for information regarding working with eCollege.

### COMMUNICATION AND SUPPORT

Please feel free to contact me if you have any questions or concerns. I want an open- door policy when dealing with anything you need—questions about grades, assignments, confusion about information, etc. Most issues you may encounter can be solved with a phone call, email, or chat.

Students are encouraged to enroll in Remind. More information is available later in the syllabus, as well as in class.

### UNIVERSITY PROCEDURES

**Student Disability Services:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services  
Texas A&M University-Commerce Phone  
(903) 886-5150 or (903) 886-5835  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu) Gee Library  
Room 132  
Fax (903) 468-8148

**Student Conduct:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. From the Code of Student Conduct: "Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for disciplinary action."

The Code of Student Conduct from Student Guide Handbook can be found here:

<http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

**Academic Honesty:** Students will adhere to the tenets of academic honesty while in this class. Academic dishonesty includes working on non-group projects with others, deception, impersonation, cheating during a test, and plagiarism. These are all offenses that warrant disciplinary action up to, and including, an F in the course. Additionally, any student found guilty of a Breach of Conduct, including Academic Honest, could face the following disciplinary actions imposed by the University:

1. Expulsion from the University. Students may not return to the University.
2. Suspension from the University for a definite or indefinite period of time.
3. Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any University rules
4. Loss of privileges.
  - a. Denial of the use of an automobile for a designated time (on campus).
  - b. Removal from elective or appointive office.
  - c. Ineligibility for pledging, initiation, and representation of the University.
  - d. Removal from residence hall or other University housing.

- e. Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
- 5. Admonition and warning.
- 6. Notification of parents.
- 7. Such other actions as may be approved by the University Discipline Committee or the Dean for Campus Life and Student Development

Plagiarism is the use of someone else's information without proper and formal citation. Information about avoiding plagiarism can be found here: <http://owl.english.purdue.edu/owl/resource/589/01/>

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### Class Schedule

Week 1	8/26 – 8/30	Introduction
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		Chapter 1
Week 2	9/2 – 9/6	Chapter 2
Week 3	9/9 – 9/13	Chapter 3 Sept. 12 – CONTACT SHEET DUE AUDITION SIGN IN SHEET DUE AUDITION (PAPER) FORM DUE AUDITION (GOOGLE) FORM DUE
Week 4	9/16 – 9/20	Chapter 4 Sept. 19 – PRODUCTION MEETING AGENDA DUE PRODUCTION MEETING MINUTES DUE
Week 5	9/23 – 9/27	Chapter 5 Sept. 26 – NO CLASS (TETA) REHEARSAL SCHEDULE DUE SCENE BREAKDOWN DUE
Week 6	9/30 – 10/4	Chapter 5 Oct. 3 – PROPS LIST DUE FRENCH SCENE BREAKDOWN DUE
Week 7	10/7 – 10/11	Chapter 7 Oct. 10 – REHEARSAL REPORTS DUE
Week 8	10/14 – 10/18	Chapter 7 Oct. 17 – PROMPT BOOK DUE  <i>Cul-de-Sac</i> – Oct. 15-20
Week 9	10/21 – 10/25	Chapter 8 Oct. 24 – TECHNICAL REHEARSAL SCHEDULE DUE
Week 10	10/28 – 11/1	Chapter 9 Oct. 31 – TRACKING SHEET DUE PROP RUNNING SHEET DUE
Week 11	11/4 – 11/8	Chapter 6 Nov. 7 – CUE SHEET DUE
Week 12	11/11 – 11/15	Chapter 10 Nov. 14 – CUE BOOK SAMPLE PAGES DUE
Week 13	11/18 – 11/22	AEA Information Company Management  <i>Alice!!!</i> – Nov. 19-24
Week 14	11/25 – 11/28	Safety Nov. 27 – NO CLASS (THANKSGIVING)
Week 15	12/2 – 12/6	Musicals

		Dec. 5 – CUE BOOK DUE
Week 16	12/9 – 12/13	NO CLASS—GOOD LUCK ON YOUR OTHER EXAMS

**\*\*All dates and assignments are subject to change at the discretion of the instructor.\*\***