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## **THE 317.01E STAGE MANAGEMENT**

COURSE SYLLABUS: FALL 2022

### **INSTRUCTOR INFORMATION**

Instructor: Donna Deverell, MS

Office Location: Performing Arts Center 104

Office Hours: Monday/Wednesday 10:00 AM – 12:00 PM, and by appointment

Office Phone: (903) 468-3194

Office Fax: (903) 468-3250

University Email Address: donna.deverell@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: Within one (2) business days

### **COURSE INFORMATION**

Textbook(s) Required: *The Stage Manager's Toolkit: Templates and Communication Techniques to Guide our Theatre Production from First Meeting to Final Performance, 3<sup>rd</sup> Edition* by Laurie Kinckman, ISBN 978-0-367-40637-0

#### **Software Required:**

- Access to D2L via MyLeo
- Word-processing software (Microsoft Word, Google Docs, etc.)
- Presentation software (PowerPoint, Google Slides, etc.)

#### **Required Materials:**

- Access to streaming service(s) as discussed in class
- 3" binder, with dividers
- Access to printer (NOTE: printing will be minimal, as most work will be turned in via D2L)

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## **Recommended Materials:**

- 3-hole punch, or pre-punched paper

## **Course Description**

### **Student Learning Outcomes**

1. Students will receive an in-depth look at the role of stage manager within the theatre industry.
2. Students will learn the required skills for preproduction, production, and postproduction stage management.
3. Students will gain an understanding of the roles and relationships that occur within the theatre.
4. Students will become more informed and knowledgeable theatre artists.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

1. Students must be able to navigate D2L via MyLeo.
2. Students must be able to use word processing and presentation software.
3. Students must be able to check their email regularly.
4. Students must be able to print out paperwork for the prompt book and cue book assignments. Script printouts will be provided by the instructor, to minimize the need for printer access.
5. Students must be able to access and view video via streaming platforms.

### **Instructional Methods**

1. This is a traditional lecture class and will be presented face-to-face.
2. Students must be on time and stay for the duration of class to receive credit for attendance and participation.
3. Assignments and project parameters will be discussed in class as well as posted to D2L.
4. Students will develop paperwork, a prompt book, and a cue book based on a streaming performance of a theatrical production.

### **Student Responsibilities or Tips for Success in the Course**

1. Attendance AND participation are required. *Note that attendance alone does not constitute participation.* Promptness, attendance, and attentiveness are valued in this class. If you are not actively participating in work, you will not receive credit. Students are allowed three (3) absences. Each absence beyond the allowed three (3) will result in five (5) points taken from the final grade.
2. All portions of each assignment must be completed to receive credit.
3. Communication is key. Students should feel free to contact the instructor with any

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questions, concerns, or to meet any individual needs.

## **GRADING**

Final grades in this course will be based on the following scale:

Total points corresponding to the final letter grades

A = 900 – 1000 Points

B = 800 – 899 Points

C = 700 – 799 Points

D = 600 – 699 Points

F = 599 or Below

### **Assessments**

- Assignments = 500 Points (total)
- Prompt Book = 250 Points
- Cue Book = 250 Points

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence

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(CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

If at any time you need further instruction, explanation, or assistance, feel free to speak with me at your convenience. I have an open-door policy with all students. If you do not feel that you are getting what you need, please let me know. I cannot help you find a solution if I do not know there is a problem.

Please observe the following basic email etiquette:

- Informative subject line
  - Class name and/or number
  - Topic of discussion
  - Good ideas
    - Practicum Hours
    - MWF Intro Quiz
    - Cosplay Question
  - Bad ideas
    - Question
    - (No Subject Line)
- Address me by name
  - Donna is preferable. Ms. Donna is fine if you don't feel comfortable using only my first name.
- Salutation
  - Does not have to be "formal"
  - A simple "Good morning" or "Hello" is fine
  - "Niceties" are always a good idea

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- “I hope you’re having a nice day.”
  - “I trust you had a great weekend.”
  - “Congrats on being so awesome.”
- BRIEFLY AND CONCISELY state what you need
  - If you cannot express your needs a few sentences, consider requesting an appointment.
  - If requesting an appointment, PLEASE:
    - State the reason
      - “I would like to discuss my grade.”
      - “I have a question about XYZ”
    - GIVE YOUR SPECIFIC AVAILABILITY
      - Good idea
        - “I am available Monday 1-3, Tuesday after 2:30, and Wednesday for an hour after our class.”
      - Bad idea
        - “What works for you?”
        - “I’m free whenever.”
    - At least one (1) business days’ notice
      - Good idea
        - “I’m available this afternoon after 2:00, but I understand that is very short notice. I will be available tomorrow at...”
      - Bad idea
        - “Can I come by after class in an hour?”
- Sign off
  - Does not have to be “formal”
  - A “thank you” is always appreciated
  - Give your name
    - Always a good idea to provide CWID, especially if paperwork is involved

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

1. Assignment information (including requirements, due dates, etc.) will be posted in D2L.
2. Acceptance of late work is at the discretion of the instructor.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

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## **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

## **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

## **Students with Disabilities-- ADA Statement**

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:

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## **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## COURSE OUTLINE/CALENDAR

Week 1	8/29 – 9/4	Introduction/Syllabus Theatre Hierarchy What is a Stage Manager?
Week 2	9/5 – 9/11	The Direction and Design Process
Week 3	9/12 – 9/18	Paperwork and Communication Tools
Week 4	9/19 – 9/25	Preproduction The Audition Process  <b>Sept. 22 – NO CLASS (TxETA)</b>
Week 5	9/26 – 10/2	The Audition Process The Casting Process
Week 6	10/3 – 10/9	Preparing for Rehearsals The Rehearsal Process
Week 7	10/10 – 10/16	The Rehearsal Process
Week 8	10/17 – 10/23	The Rehearsal Process
Week 9	10/24 – 10/30	Technical Rehearsals
Week 10	10/31 – 11/6	Technical Rehearsals  <b>Nov. 3 – PROMPT BOOK DUE</b>
Week 11	11/7 – 11/13	Opening a Production Performances
Week 12	11/14 – 11/20	Performances Maintaining a Production
Week 13	11/21 – 11/27	Postproduction  <b>Nov. 24 – NO CLASS (THANKSGIVING)</b>
Week 14	11/28 – 12/4	Touring a Production Musicals and Opera
Week 15	12/5 – 12/11	Safety Unions and Professional Work
Week 16	12/12 – 12/18	Finals Week  <b>Dec. 13 CUE BOOKS DUE</b>

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