

THTR 333 Stage Management I

Units: 3

Fall 2019 – Monday

Time: 10:00AM– 12:50PM

Location: PED 114E

Instructor: Scott Faris

Office: MCC 101D

Office Hours: by appointment

Contact Info:

Cell: 917-825-2739

Email: scottfar@usc.edu

Course Description

Students will learn the basic skills of stage management. We will analyze the stage manager's responsibilities to each element of the production, department by department. (Script analysis, the prompt book, schedules, props lists, reading a ground plan, costume plots, blocking notation, cueing technique, computer skills, maintaining rehearsal scripts, rehearsal and performance reports, etc.) The remaining class sessions will place these skills and tools in context and propose strategies for more effective stage management.

Learning Objectives

Students will achieve familiarity and facility with the various forms of stage managerial paperwork and will begin through this introductory course to develop a technique of stage management that stresses rigorous planning, adaptability to changing circumstances, and effective leadership. Specific learning objectives include the ability to manage schedules, communication, and organization of space, people, materials and time needed to realize a theatrical production. They will gain a practical understanding of the relationships between a stage manager and all artistic and technical staff and the ability to facilitate communication among the members of the staff in day to day and emergency situations. They will create an abbreviated but working production prompt book, which accurately records all production details by creating a production analysis, tracking of characters, props, scenery, costumes and actor movement.

Prerequisite(s): THTR 131A

Co-Requisite (s):

Concurrent Enrollment:

Recommended Preparation: THTR 131A

Course Notes

Blackboard will be used to post notices, course content and for final exam. Please familiarize yourself with basic functions of Blackboard.

Technological Proficiency and Hardware/Software Required

Have own laptop plus familiarity with Word, Excel, iCal or Google Cal, if possible.

Required Readings and Supplementary Materials

- Textbook will be “The Back Stage Guide to Stage Management”, 3rd Edition, by Thomas A. Kelly

You are expected to bring your textbook with you to class. You are required to select at least one play script on which your homework and promptbook will be based. The play must be challenging for a stage manager – look for moderate to large casts, with costume changes, multiple scenes in multiple locations, many props, and ample opportunities for lighting and sound cues. You may choose the SDA play you’ve been assigned.

Description and Assessment of Assignments

Attendance and Class Participation are very important. Asking questions and contributing to the conversation will result in an overall higher grade. All homework should be clean, clear, precise and well organized. All paperwork must be meticulously prepared on a computer unless otherwise specified. Paperwork must be original for this class. Do not recycle your old prompt books!

FOR SDA Assignments: Late homework will not be accepted for credit unless advance arrangements have been made with instructor or unless exceptional circumstances occur. If pre-approved by instructor, you may email assignments to scottfar@usc.edu. All emailed assignments must be in pdf format.

FOR SDA GRADING CRITERIA: Each assignment must be turned in on time and include the student’s name. Each assignment must also include the title of the document, the date, the issue number or version number as specified. All graphs must be complete, with appropriate borders. The student must check all spelling and syntax in every document. Points will be deducted for each instance the above criteria are not met. Instructor will describe all other requirements for paperwork in class when the assignment is made.

Grading Breakdown

Assignment	Points	% of Grade
Class Participation		10
Homework		20
Midterm Examination		20
Final Examination		25
Prompt Book		25
TOTAL	0	100

Grading Scale (Example)

Course final grades will be determined using the following scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Assignment Submission Policy

Late homework will not be accepted for credit unless advance arrangements have been made with Instructor or unless exceptional circumstances occur. All paperwork must be meticulously prepared on a computer unless specified otherwise. Paperwork must be original for this class.

Class Participation

As punctuality is an essential component of good stage management, your prompt attendance at each class session is mandatory. If you must be late or absent, you are required to inform instructor prior to 10:00AM on the morning of the class. The telephone number and e-mail addresses are at the top of this syllabus. If you miss a class for whatever reason you are responsible for the material covered and the homework assigned.

Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
Week 1	Class structure & Goals/What is an SM?/Tour SDA theatres	Reading: Chapter 1 “What Does a SM Do?” pp. 22-27 Chapter 2 “Assistant Stage Managers” pp. 46-48 Appendix 1 “Definition of an SM” pp. 206-211 Choose your play	September 9
Week 2	LABOR DAY	NO CLASS	
Week 3	Qualities of a Stage Mgr./How to be an ASM Share your play choice Explain prompt book assignment – Due Nov 25 Discuss Review reading: Lecture: How to be a good ASM	Reading: Chapter 2, “Pre-production” pp. 28-41 (stop at “Production Staff”) Chapter 2 “Pre-production –pp. 48-54 Production Meetings” Chapter 2 “Preproduction” pp. 54-56 “The Audition Process” Appendix 3 “Production Meeting Notes” pp. 216-218 Assignment: Start Production Analysis – Due Sept 23	Due next week September 16

Week 4	Preproduction/ Production team structure/Crew roles/How to run a production meeting	Reading: Chapter 4 "First Rehearsal" pp. 64-89 Assignment: Bring Prod Analysis next week	Due next week; September 23
Week 5	First rehearsal/ Starting rehearsals	Reading: Chapter 5 "The Rehearsal Period" pp. 90-102 Assignment: Create a first day speech – present orally next week Bring in your contact sheets next week	Due next week September 30
Week 6	The Rehearsal Period/1st day speech Review Contact Sheets Present your 1 st day speech	Reading: Chapter 5 "The Rehearsal Period" (cont.) pp. 102-112 Chapter 6 "Automation" pp. 113- 122 Assignment: Bring in your Prod Calendar Get ground plan of your selected play from the designer	Due next week October 7

Week 7	The rehearsal period (cont.)/running and maintaining rehearsals Review Prod Calendars	Reading: Re-read Chapter 4, pp. 67-74 "The Ground Plan & Taping the Deck" Assignment: Midterm next week -- "taping the deck" Bring a tape measure (if you have one) & scale ruler	Due next week October 14
Week 8	Midterm – meet at PED 114 then to Bing	Reading: Chapter 7, "Load-in & Technical Rehearsals" pp. 123 – 140 (up to "Technical Rehearsals") Chapter 3, -- see Sound & Fly cue sheets, pp. 60-61 Appendix 9: Cue lights & sheets, pp. 240-249	Due next week October 21
Week 9	Load-in & Tech rehearsals: Part 1: Prepping for Tech Review Midterm taping exercise	Reading: Continue Chapter 7, "Load-in & tech" pp. 140-149 Assignment: - Fix DRC Call Board - Bring in your character/scene breakdown	Due next week October 28

Week 10	Load-in and Tech: Part 2 Review Character/Scene Breakdown Discuss calling script	Reading: Chapter 8, "Previews and Opening Night" pp, 150-156 Assignment: Bring in Prop List	Due next week November 4
Week 11	Dress rehearsal/Previews & Opening Review Prop List	Reading: Chapter 9, "Maintaining and Running a Show" pp.157-170 Appendix 11 "Performance Report & Schedule" Assignment: Bring in your Costume Plot	Due next week November 11
Week 12	Maintaining, running & calling a show Review Costume Plots	Reading: Chapter 10, "Closing a Show and Touring" pp. 171-178 Appendix 12 "Production Schedules for Touring/Closing a Show", p. 264 Assignment: Bring blocking notation next week	Due next week November 18
Week 13	Touring/closing a show	Reading: T. Kelly: Chapter 12, "Career Information" pp. 195 Discuss internship possibilities	Due for next week November 25 ***Prompt Books due next week

Week 14	Turn in Prompt Books	Reading: “Career Information” pp. 195-203 “Conclusion” pp. 204-205 Assignment: Bring in your favorite comedians and share a favorite “bit” with class	Due next week December 2
Week 15	Wrap up & review Review reading Review all lectures in prep for final Present favorite comedians	Assignments for next week: <ul style="list-style-type: none"> • Prepare for final 	
FINAL	MONDAY DECEMBER 16 8AM-10AM PED 114		Date: For the date and time of the final for this class, consult the USC <i>Schedule of Classes</i> at classes.usc.edu .

EXTRA-CURRICULAR COMMITMENTS AND ISPS

Should you choose to participate in any extra-curricular project, such as an Independent Student Production, the SDA administration and faculty will not make allowances or exceptions for absences in class, missed or delayed assignments, home work that is required as preparation for class, or lack of participation in class resulting from your extra-curricular involvement.

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See

additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

Statement for Students with Disabilities

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. Website for DSP and contact information: (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX) ability@usc.edu.

Emergency Preparedness/Course Continuity in a Crisis

In case of a declared emergency if travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies. See the university's site on Campus Safety and Emergency Preparedness.

Support Systems:

Student Counseling Services (SCS) – (213) 740-7711 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. engemannshc.usc.edu/counseling

National Suicide Prevention Lifeline – 1 (800) 273-8255

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. www.suicidepreventionlifeline.org

Relationship and Sexual Violence Prevention Services (RSVP) – (213) 740-4900 – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. engemannshc.usc.edu/rsvp

Sexual Assault Resource Center

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: sarc.usc.edu

Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086

Works with faculty, staff, visitors, applicants, and students around issues of protected class. equity.usc.edu

Bias Assessment Response and Support

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. studentaffairs.usc.edu/bias-assessment-response-support

The Office of Disability Services and Programs

Provides certification for students with disabilities and helps arrange relevant accommodations.

dsp.usc.edu

Student Support and Advocacy – (213) 821-4710

Assists students and families in resolving complex issues adversely affecting their success as a student

EX: personal, financial, and academic. studentaffairs.usc.edu/ssa

Diversity at USC

Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. diversity.usc.edu

USC Emergency Information

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. emergency.usc.edu

USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime.

Provides overall safety to USC community. dps.usc.edu