

Syllabus for THTRE 393I

Stage Management

Fall 2020

Tuesday/Thursday

11:00 am – 12:15 pm

Instructor: Will Coeur

Room Number: Carver 0308

Office: Carver 0338 (Design Lab)

Office Hours: MWF 10:00 am – 12:00 pm

Email: wcoeur@iastate.edu

Course Goals

An introduction to the basic concepts, procedures, and paperwork involved in the preparation and execution of a full theatrical process from pre-production to closing performance. This course is designed to equip students with the knowledge and skills necessary to pursue a career in stage management.

Requirements

1. Attendance of all ISU Department of Music and Theatre Main Stage (2) productions.
2. Successful completion of all class exercises and projects.
3. Attendance to all class sessions either in person or via web conferencing.
 - a. More than one unexcused absence is grounds for a drop in your final letter grade.
 - b. More than three excused absences is grounds for a drop in your final letter grade.
 - i. An absence is excused when the instructor is notified a **MINIMUM** of two hours before the scheduled class by either email or phone message. All other absences are considered unexcused. Period.
 - ii. If your assignment is the subject of the day's class, your absence will be considered unexcused without at least 24-hour notice. Even with notification, status of such an absence will be determined on a case by case basis.
 - c. See COVID-19 addendum towards the end of the syllabus.
4. An active ISU email account.

Texts

The Stage Manager's Toolkit

by Laurie Kincman

Publisher: Routledge; 2nd Edition (2017)

Language: English

ISBN-10: 1138183776

ISBN-13: 978-1138183773

Equipment

Scale rule

3" or greater binder

Access to Microsoft Office (optional, but recommended)

Grading and Major Assignments

Attendance	10%
Discussion	5%
In Class Exercises	20%
- Taping out the set	(5%)
- Conflict Resolution	(5%)
- Paper Tech	(10%)
Character Track Sheet	10%
Props Track Sheet	10%
Scene Shift Puzzle	5%
Intimacy Call List	5%
Fight Call List	5%
Character Blocking	5%
Prompt Book	25%

Undergraduate Students

A	93% - 100%	C	73% - 76%
A-	90% - 92%	C-	70% - 72%
B+	87% - 89%	D+	67% - 69%
B	83% - 86%	D	63% - 66%
B-	80% - 82%	D-	60% - 62%
C+	77% - 79%	F	0% - 59%

In Class Exercises

Students will participate in a variety of activities focused on developing skills necessary to a career in stage management. Exercises will include learning how to tape out a scenic design, conflict resolution, and a simulated paper tech.

Taping out the Scenic Design

Students will learn how to read a scale drawing of a scenic design, convert the measurements, and use those measurements to tape out the full size set in a rehearsal hall. Students will work as a team to tape out a scenic design.

Conflict Resolution

Students will engage in conflict resolution role-play acting out different scenarios they may encounter during a production process.

Paper Tech

Students will participate in a simulated paper tech learning how to quickly and efficiently record cues into their cue scripts.

Practical Projects

Students will produce practical documents over the course of the semester. There will be two projects:

Character Track Sheet (10%)

Students will create a character track sheet using techniques learned in class including French scenes. All students will work off of the same play. An effective character track sheet can quickly identify which characters are onstage during any range of pages.

Props Track Sheet (5%)

Students will be given props list by the “Props Master” and required to track each prop throughout a selected text from a list of five plays. Students must create a tracking sheet that indicates when each prop enters and/or leaves the stage. An effective props track sheet will indicate where a prop lands once it has left the stage.

Scene Shift Puzzle (5%)

Students will learn how to efficiently plan and execute scene shifts using ground plans with limited, finite space and specific set piece shapes. This exercise functions similarly to a tangram puzzle with an emphasis on the order in which each shape must enter/exit the stage.

Intimacy Call List (5%)

Students must analyze a play and create a breakdown of all moments that could fall under the supervision of an Intimacy Director.

Fight Call List (5%)

Students must analyze a play and create a breakdown of all moments that could fall under the supervision of a Fight Director.

Character Blocking (5%)

Students will create blocking notes for a pre-recorded scene. Blocking notes should be focused on finding a balance between being comprehensive and efficient. Students will compare and discuss blocking notes in class.

Prompt Book Project (25%)

Students will create and submit a single fully organized prompt book comprised of all projects created from class plays. The goal of this project is to demonstrate your understanding and execution of the various types of paperwork generated by professional stage managers. The creation and submission of this project will act as your Final Exam.

Paperwork Required: Calling Script, Rehearsal Report, Production Meeting Report, Daily Schedule, Sign-In Sheet, Intimacy Call List, Fight Call List, Character/Scene Track Sheet, Props Track Sheet, Scene Shift Breakdown, and Character Blocking notes.

Class Schedule

Week 1

T 8/18

Go over syllabus, expectations, projects, & online contingency.

R 8/20

Discuss common terminology

Assignments: **Read Chapter 1 - *Avenues of Communication*;**
 Read *Intimate Apparel (IA)*;
 Read *She Kills Monsters (SKM)*;

Week 2

T 8/25

Discuss preparing for a show & the differences between a musical and non-musical process

Assignment: **Read Howlround Theatre Commons Article -**
 We Commit to Anti-Racist Stage Management
 ***Education*;**

R 8/27

Discuss the various styles of communication in production

Assignment: **Read Chapter 2 - *Principles of Document***
 ***Design*;**

Due: **Discuss Chapter 1**

Week 3

T 9/1

Discuss the difference between Design and Production Meetings & how to monitor bias

Due: **Discus Howlround Theatre Commons Article**

R 9/3

Discuss various paperwork types & their uses in communication

Assignment: **Design Personal Rehearsal Report Template;**

Due: **Discuss Chapter 2**

Week 4

T 9/8

Discuss the sea of personalities & navigating the storm

In Class Exercise: In the Moment Conflict Resolution

Assignment: **Read Chapter 3 - *Pre-Production*;**

R 9/10

Discuss Safety Standards: Fight Calls, Lift Calls, & Intimacy Calls

In Class Exercise: After the Fact Conflict Resolution

Week 5

T 9/15

Discuss Character/Scenic Track Sheets

Assignment: **Skim Chapter 4 - *The Prompt Book*;**
 Develop Character Track Sheet (IA);
 Develop Intimacy Call List (IA);

Due: **Discuss Chapter 3**

R 9/17

Discuss the Prompt Book and Organization

Due: **Discuss Chapter 4**

Rehearsal Report Template

Week 6

T 9/22

Discuss scale drawings & how to accurately read them

Assignment: **Convert Scale Drawing Measurements;**
 Read Chapter 5 - *Rehearsals*;

R 9/24

In Class Exercise: Taping out the Scenic Design (Team 1)

Week 7

T 9/29

In Class Exercise: Taping out the Scenic Design (Team 2)

R 10/1

In Class Exercise: Taping out the Scenic Design (Team 3)

Due: Character Track Sheet (IA)
Intimacy Call List (IA)

Week 8

T 10/6

Discuss Scene Shifts and Efficiency

Assignment: **Scene Shift Puzzles;**

R 10/8

Discuss Props Track Sheets & All Things Props

Assignment: **Develop Props Track Sheet (SKM);**
Develop Fight Call List (SKM);

Week 9

T 10/13

Discuss Blocking: Efficiency versus Detail

Assignment: **Read Chapter 6 - *Technical Rehearsals*;**

Due: Discuss Chapter 5

R 10/15

Discuss Blocking Part 2: (Guest Speaker: Professional Stage Manager)

Due: Scene Shift Puzzles

Week 10

T 10/20

Discuss the Rehearsal Process: Stepping through the scenes

Assignment: **Character Blocking Project;**

R 10/22

Discuss the Rehearsal Process: Putting the show on its feet & adding rehearsal tech

Week 11

T 10/27

Discuss preparing for Tech, the cue script, calling script, & cue types

Due: Discuss Chapter 6

R 10/29

In Class Exercise: Paper Tech

Assignment: **Read Chapter 7 - *Performances*;**

Due: Props Track Sheet (SKM)
Fight Call List (SKM)

Week 12

T 11/3

ELECTION DAY NO CLASS

R 11/5

Discuss Tech Rehearsal AKA Hell Week (it's not actually that bad)

Week 13

T 11/10

Discuss Performances: Previews, Long Term Runs, & Understudies

Due: Discuss Chapter 7

R 11/12

Discuss Dealing with the Unforeseen and "Horror" stories

Due: Character Blocking Project

Week 14

T 11/17

Final Project Work Week

R 11/19

Final Project Work Week

Finals -

Submit completed Prompt Book by 11:45 am November 24, 2020

Iowa State University Policies

The following policies are universal of all Iowa State University courses and must be abided by at all times.

Academic Dishonesty

The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the Dean of Students Office.

Accessibility Statement

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage.

Dead Week

This class follows the Iowa State University Dead Week policy as noted in section 10.6.4 of the Faculty Handbook.

Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran.

Religious Accommodation

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request the reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time.

COVID-19 health and safety requirements

Students are responsible for abiding by the university's COVID-19 health and safety expectations. All students attending this class in-person are required to follow university policy regarding health, safety, and face coverings:

- Wear a cloth face covering in all university classrooms, laboratories, studios, and other in-person instructional settings and learning spaces. Cloth face coverings are additionally required to be worn indoors in all university buildings, and outdoors when other people are or may be present where physical distancing of at least 6 feet from others is not possible. Students with a documented health or medical condition that prevents them from wearing a cloth face covering should consult with Student Accessibility Services in the Dean of Students Office.
- Ensure that the cloth face covering completely covers the nose and mouth and fits snugly against the side of the face.
- Practice physical distancing to the extent possible.
- Assist in maintaining a clean and sanitary environment.
- Not attend class if you are sick or experiencing symptoms of COVID-19.
- Not attend class if you have been told to self-isolate or quarantine by a health official.
- Follow the instructor's guidance with respect to these requirements. Failure to comply constitutes disruptive classroom conduct. Faculty and teaching assistants have the authority to deny a non-compliant student entry into a classroom, laboratory, studio, conference room, office, or other learning space.

These requirements extend outside of scheduled class time, including coursework in laboratories, studios, and other learning spaces, and to field trips. These requirements may be revised by the university at any time during the semester.

In accordance with university policy, instructors may use a face shield while they are teaching as long as they are able to maintain 8 feet of physical distance between themselves and students during the entire instructional period. Some form of face covering must be worn at all times in learning spaces regardless of the amount of physical distancing.

Faculty may refer matters of non-compliance to the Dean of Students Office for disciplinary action, which can include restrictions on access to, or use of, university facilities; removal from university housing; required transition to remote-only instruction; involuntary disenrollment from one or more in-person courses; and other such measures as necessary to promote the health and safety of campus.

It is important for students to recognize their responsibility in promoting the health and safety of the Iowa State University community, through actions both on- and off-campus.

The university's faculty asks that you personally demonstrate a commitment to our Cyclones Care campaign. Iowa State University's faculty support the Cyclones Care campaign and ask you personally to demonstrate a commitment to our campaign.

Your dedication and contribution to the campaign will also protect your family, classmates, and friends, as well as their friends and families. Our best opportunity for a successful fall semester with in-person learning and extramural activities requires all of us to collaborate and fully participate in the Cyclones Care campaign.