

Syllabus for THTRE 393I

Stage Management

Fall 2022

Tuesday/Thursday

12:40 pm – 1:55 pm

Instructor: Will Coeur

Room Number: Carver 0338

Office: Carver 0326

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.

Course Requirements

1. Attendance of all ISU Department of Music and Theatre "pillar" productions.
2. Successful completion of all class exercises and projects.
3. Participation in all classroom discussions.
4. Attendance to all class sessions.
 - a. Attendance counts as 10% of your total grade with each absence subtracting from that amount, approximately 0.33% per absence.
 - b. Daily Discussion points will also be deducted per absence, approximately 0.17% per absence.
 - c. If you are absent on a day you have a presentation due you will receive a 0% on that presentation unless you can provide proof of emergent situation.
 - d. See Public Health Policy towards the end of the syllabus.
5. Late work will not be accepted. Exceptions to this requirement are not likely, but are solely at the discretion of the Instructor. Life happens, so talk to me if you think your situation may require an exception.
6. An active ISU email account.

Texts

Stage Management Basics: A Primer for Performing Arts Stage Managers

by Emily Roth, Jonathan Allender-Zivic, and Katy McGlaughlin

Publisher: Routledge; 2nd Edition (December 31, 2021)

Language: English

ISBN-10: 0367678314

ISBN-13: 978-0367678319

Scripts

The 39 Steps

We will only be using one scene from this play, which will be provided.

Intimate Apparel

This play will be provided.

She Kills Monsters

This play will be provided and will serve as the script for your Final Project.

Equipment and Software

Architect's Scale Ruler

3" or greater binder

Access to Microsoft Office (optional, but recommended)

Grading and Major Assignments

Attendance	10%
Discussion	5%
In-Class Exercises	25%
- Conflict Resolution	(5%)
- Paper Tech	(5%)
- Taping Out the Set	(10%)
- Scene Shift Exercise	(5%)
Practical Projects	35%
- Character Track Sheet	10%
- Props Track Sheet	10%
- 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, scene shift coordination, conflict resolution, and a simulated paper tech.

In-Class Exercise 1 - Conflict Resolution (5%)

Students will engage in conflict resolution role-play acting out different scenarios they may encounter during a production process, as well as responding to one remote conflict

In-Class Exercise 2 - Paper Tech (5%)

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

In-Class Exercise 3 - Taping Out the Scenic Design (10%)

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. As this project is two parts, one individual and one group activity, the total points of the project will be split evenly between the two parts.

In-Class Project 4 - Scene Shift Exercise (5%)

Students will learn how to efficiently plan and communicate scene shifts using the taped out scenic design and stock furniture. Students will be given a copy of the ground plan of their scene with storage locations indicated ahead of time, and then will have approximately 10 minutes in class each to effectively communicate the strike and set up of the previous scene into their scene. A preselected number of students will be randomly selected before each scene shift to help each "stage manager" student.

Extra Credit Opportunity

Extra Credit 1 - Planning for the Future Paper (5%)

Students have the opportunity to write an optional, 3 page paper discussing one or more professional Stage Management opportunities they may be interested in pursuing after graduation. These can be internships, apprenticeships, or a "gig" position found through an actual job posting such as with a professional theatre, amusement park, or cruise ship. If you were going to pursue stage management after college, how would you approach it? Would you want to home base in a particular city or be more nomadic through tours and one-off gigs?

Practical Projects

Students will produce practical documents over the course of the semester. Many of these documents will be utilized in the Final Project:

Project 1 - 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.

Project 2 - 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.

Project 3 - 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.

Project 4 - 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.

Project 5 - 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.

Final Project

Final Project - 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.

Optional

Personal Rehearsal Report Template

Students should design their own personal Rehearsal Report paperwork. The Rehearsal Report should, at minimum, include start/end time, attendance, & notes for each area.

Class Schedule

Week 1

T 8/23 Introductions, expectations, and go over syllabus

R 8/25 Discuss common terminology

Assignment: Read Chapter 1 - *Traits of a Stage Manager*

Read Chapter 3 - *The People*

Read *Intimate Apparel (IA)*

Read *She Kills Monsters (SKM)*

Week 2

T 8/30 Discuss the various styles of communication in production

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

*** Due: Discuss Chapter 1**

R 9/1 Discuss the sea of personalities, navigating the storm, and how to monitor bias

Assignment: Read Chapter 6 - *Pre-Production*

*** Due: Discuss Chapter 3 and Howlround Article**

Week 3

T 9/6 Discuss Safety Standards: Fight Calls, Lift Calls, & Intimacy Calls

R 9/8 Discuss the difference between Design & Production Meetings

Assignment: Read Chapter 7 - *Promptbook and Paperwork*

Design Personal Rehearsal Report Template

Week 4

T 9/13 Discuss preparing for a show & the differences between a musical and non-musical process

*** Due: Discuss Chapter 6**

R 9/15 Discuss scale drawings & how to accurately read them

Assignment: Convert Scale Drawing Measurements

Week 5

T 9/20 Discuss various paperwork types & their uses in communication

Assignment: Read Chapter 9 - *Rehearsals*

*** Due: Discuss Chapter 7**

R 9/22 Discuss the Prompt Book & Organization

*** Due: Rehearsal Report Template**

Week 6

T 9/27 Discuss Character/Scenic Track Sheets

Assignment: Develop Character Track Sheet (IA)

Develop Intimacy Call List (IA)

R 9/29 Discuss Blocking: Efficiency versus Detail

Assignment: Conflict Resolution Prompts (Canvas)

Week 7

T 10/4 In-Class Exercise 1 - Conflict Resolution

R 10/6 In-Class Exercise 1 - Conflict Resolution

Week 8

T 10/11 Discuss the Rehearsal Process: Stepping through scenes & putting it on its feet
Assignment: Read Chapter 10 - *Prior to Tech*

Character Blocking Project (*The 39 Steps*)

*** Due: Discuss Chapter 9**

R 10/13 Discuss Props Track Sheets & All Things Props
Assignment: Develop Props Track Sheet (*SKM*)
Develop Fight Call List (*SKM*)

Week 9

T 10/18 Working with Intimacy as the SM: Guest Speaker Sarah Coeur

R 10/20 SM Q&A: Guest Speaker Katy McGlaughlin (**ZOOM**)

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

Week 10

T 10/25 Discuss Scene Shifts & Efficiency

R 10/27 Discuss Dealing with the Unforeseen and "Horror" stories

Assignment: Read Chapter 11 - *Technical and Dress Rehearsals*
Read Chapter 12 - *Performances and Beyond*

Week 11

T 11/1 Discuss preparing for Tech, the cue script, calling script, & cue types

*** Due: Discuss Chapter 10**
Character Blocking Project (*The 39 Steps*)

R 11/3 In Class Exercise: Paper Tech

Week 12

T 11/8 Discuss Tech Rehearsal AKA Hell Week (it's not actually that bad)

*** Due: Discuss Chapter 11**

R 11/10 Discuss Performances: Previews, Long Term Runs, & Understudies

*** Due: Discuss Chapter 12**
Props Track Sheet (*SKM*)
Fight Call List (*SKM*)

Week 13 **MEET IN FISHER**

T 11/15 In-Class Exercise 3 - Tape Out the Scenic Design (Group 1)

R 11/17 In-Class Exercise 3 - Tape Out the Scenic Design (Group 2)

Week 14

T 11/22 **THANKSGIVING BREAK**

R 11/24 **THANKSGIVING BREAK**

Week 15 **MEET IN FISHER**

T 11/29 In-Class Exercise 3 - Tape Out the Scenic Design (Group 3)

R 12/1 In-Class Exercise 3 - Tape Out the Scenic Design (Group 4)

Week 16 **MEET IN FISHER**

T 12/6 In-Class Exercise 4 - Scene Shift Exercise

R 12/8 In-Class Exercise 4 - Scene Shift Exercise

Week 17

R 12/15 **Submit completed Prompt Book by 11:45 AM on December 15, 2022**

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 misconduct (5.1 in the Student Code of Conduct). Students are responsible for adhering to university policy and the expectations in the course syllabus and on coursework and exams, and for following directions given by faculty, instructors, and Testing Center regulations related to coursework, assessments, and exams. Anyone suspected of academic misconduct will be reported to the Office of Student Conduct in the Dean of Students Office. Information about academic integrity and the value of completing academic work honestly can be found in the Iowa State University Academic Integrity Tutorial.

Accessibility Statement

Iowa State University is committed to advancing equity, access, and inclusion for students with disabilities. Promoting these values entails providing reasonable accommodations where barriers exist to students' full participation in higher education. Students in need of accommodations or who experience accessibility-related barriers to learning should work with Student Accessibility Services (SAS) to identify resources and support available to them. Staff at SAS collaborate with students and campus partners to coordinate accommodations and to further the academic excellence of students with disabilities. Information about SAS is available online at www.sas.dso.iastate.edu, by email at accessibility@iastate.edu, or by phone at 515-294-7220.

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. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011 Telephone: 515-294-7612, Hotline: 515-294-1222, Email: eooffice@iastate.edu.

Free Expression

Iowa State University supports and upholds the First Amendment protection of freedom of speech and the principle of academic freedom in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.

Public Health

If you are not feeling well, you should stay home and focus on your health. Should you miss class due to illness, it is your responsibility to work with your instructor to arrange for accommodations and to make up coursework, as consistent with the instructor's attendance policy.

You may choose to wear a face mask and/or receive the COVID-19 vaccine and boosters, as well as other vaccines such as influenza, but those options are not required. Thielen Student Health Center will continue to provide COVID-19 vaccinations free-of-charge to students. The university will continue to offer free masks and COVID-19 test kits during the fall 2022 semester. Other wellbeing resources for students are available at: <https://www.cyclonehealth.iastate.edu/wellbeing-resources/>

Public health information for the campus community continues to be available on Iowa State's public health website. All public health questions should be directed to publichealthteam@iastate.edu.

Prep Week

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

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. You or your instructor may also seek assistance from the Dean of Students Office at 515-294-1020 or the Office of Equal Opportunity at 515-294-7612.

Contact Information for Academic Issues

If you are experiencing, or have experienced, a problem with any of the above statements, email academicissues@iastate.edu.

