THET 274 – INTRODUCTION TO STAGE MANAGEMENT

DRAFT ONLY – SUBJECT TO CHANGE

School of Theatre, Dance, and Performance Studies
University of Maryland
M/W 3-4:30pm
Fall 2013

Instructor – Cary Gillett
Office – 1920A CSPAC
Phone – 301.405.1623
Email – cgillett@umd.edu
Office Hours – M/W 4:30-5pm

Required texts:
The Stage Management Handbook by Daniel A. Ionazzi
Other texts TBD

Course Description and Objective:
The objective of this course is to familiarize you with the techniques and skills required of a Stage Manager in a theatrical production. At the conclusion of this course you should be able to function as an Assistant Stage Manager in a supervised situation.

Course Requirements:
• Attendance – Students are expected to attend each class. Absence from a class will result in a deduction of 10 points from class participation.
• Timeliness – Stage Managers are always on time (if not early). You are expected to arrive on time to all classes.
• Assignments – There will be a series of in class and take home assignments related to the daily topics of the class. Unless otherwise noted these assignments should be completed by the following class. Students will also be asked to complete reading assignments from the required texts and other documents which will be supplied by the instructor.
• Response papers – Each student is required to see two shows during the course of the semester – one TDPS show TBD and one professional production TBD. A response paper will be due after each reflecting upon the production and comparing what you saw to what was covered in class.
• Interview - Each student will also be required to interview a professional stage manager and write a response paper based on the discussion.
• Quizzes and exams – There will be regular quizzes on reading assignments and in class lectures. There will also be one midterm and one final exam.
• Talk to me! – If you encounter difficulty with your work, contact me immediately. If you don't understand an assignment, have difficulty in completing the assigned work, or are unsure of the course requirements, ask me for assistance.
• ELMS – Students are required to log onto the course ELMS site for announcements and assignments – https://elms.umd.edu

Grading:
• Class Participation
• Quizzes
• Midterm Exam
• Assignments*
• Response papers*
• Final Exam

100 points
50 points
100 points
250 points
300 points
200 points

TOTAL
1000 points

(900–1000 points = A, 800–899 points = B, 700-799 points = C, 600-699 points = D, 0-599 points = F)

*Any written assignment will be docked 10 points per day if turned in late.
Scheduling is not always possible. Students with an authorized excused absence. Students should check the specific requirements of their courses carefully, howe

Students claiming an excused absence must apply in writing and furnish documentary evidence for their assertion that the absence is excused. The approval of the Head of the Cluster.

Students are required to earn a grade of at least C-in their major and have a minimum 2.0 Cumulative GPA in their major in order to graduate. 

RELIGIOUS OBSERVANCE POLICY: University of Maryland Policies and Procedures Concerning Academic Assignments on Dates of Religious Observances provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed because of individual participation in religious observances. Students are responsible for obtaining material missed during their absences. Furthermore, students have the responsibility to inform the instructor of any intended absences for religious observances in advance. The student should provide written notification to the professor, by hand (not through email or mailbox delivery) within the first two weeks of the semester. The notification must identify holiday(s) and date(s).

ACCOMMODATING INDIVIDUALS WHO HAVE DISABILITIES: The University is committed to making reasonable accommodations for individuals with disabilities that have been documented by Disability Support Services (0106 Shoemaker Building, 301-314-7682). A disability should be verified and discussed with Disability Support Services and the student should provide an “Accommodation Letter” to the professor or TA. If you wish to discuss academic accommodations for this class, please contact the professor or TA no later than the end of the schedule adjustment period. For more information: http://www.president.umd.edu/policies/iii510a.html

HONOR CODE: The University has a nationally recognized Honor Code, proposed and administered by the Student Honor Council and approved by the University Senate. The University of Maryland Honor Pledge reads:

"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination." Unless you are specifically advised to the contrary, the Pledge statement should be handwritten and signed on the front cover of all exams, papers, projects, or other academic assignments submitted for evaluation in this course. Students who fail to write and sign the Pledge will be asked to confer with the instructor. Please recognize that all students are subject to the requirements of the University's Code of Academic Integrity whether or not they write and sign the Honor Pledge.

For more information: http://www.orientation.umd.edu/VirtualFolder/academicintegrity.pdf

SEXUAL HARASSMENT POLICY: University of Maryland is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially, free of intimidation, fear, coercion, and reprisal. The Campus prohibits sexual harassment which is a violation of law and University policy. Individuals who engage in sexual harassment will be subject to disciplinary action. The University has procedures in place to report sexual harassment and correct it when it occurs. Students who have questions may call the Campus Compliance Officer (301-405-2839), or the Legal Office (301-405-4945). To read the entire Policy see Appendix B in the Undergraduate Catalog. http://www.president.umd.edu/legal/policies/sh.html and http://www.umd.edu/catalog/index.cfm/show/content.section/c/52/s/943.

ATTENDANCE POLICY of the School of Theatre, Dance, and Performance Studies: Regular attendance and in-class participation are integral components of all dance and theatre classes and seminars. Although instructors are responsible for informing each class of the nature of in-class participation and the effect of absences on the evaluation of a student’s work, the School’s general attendance policy on excused absences is consistent with the University’s policy, which allows students to be excused for the following causes:
1. Illness of the student* or illness of a dependent as defined by the Board of Regents policy on family medical leave
2. Religious observance
3. Participation in University activities at the request of University authorities
4. Compelling circumstances beyond the student’s control
*In May 2011, the University Senate and President passed a new policy for granting excused absences, which can be found at http://www.president.umd.edu/policies/v100g.html. A student may provide a self-signed note when missing a single lecture, recitation, or laboratory, with the understanding that providing false information is prohibited under Code of Student Conduct. Self-signed notes are not accepted during “Major Scheduled Grading Events.” Specific questions concerning the TDPS policy on non-consecutive medical absences should be addressed with the Head of the Cluster.

Students claiming an excused absence must apply in writing and furnish documentary evidence for their assertion that the absence resulted from one of these causes. (Undergraduate Catalog, pages 36 & 37 or go to: http://www.testudo.umd.edu/soc/atedasse.html) Whenever possible, instructors will make a reasonable effort to re-schedule in-class presentations for students with an authorized excused absence. Students should check the specific requirements of their courses carefully, however, as such rescheduling is not always possible.
Course Topics

Theatre Organizational Structure
Pre-Production: Research
Pre-Production: Planning and Organizing
Rehearsals: Rules, Management and Information
Reading and understanding architectural drawings
Taping out a ground plan
Blocking
Casting and Auditions
Rehearsals: Technical and Dress
Rehearsals: Technical and Dress
Performance: Pre-performance
Performance: The Performance
Human Behavior: The SM as Psychologist
ASMs and SMing for TDPS
Unions – SDC, IATSE, AGMA, etc.
Unions – AEA