THEA 4950 | SM Internship
University of Utah | Department of Theatre
Fall Semester 2019 | 1 - 5 Credit Hours

Instructor: Amber Bielinski, B73 209
Class meeting times will be scheduled individually with the instructor.
Email: amber.bielinski@utah.edu | Office hours by appointment only.
(Please allow 48 hours for me to respond to your email before sending another.)

COURSE DESCRIPTION
For Theatre Majors and Minors. Supervised experience working on the stage management team of a professional production.

Internship assignments must be approved by your stage management area head before you can register for this course. Speak to your instructor about the number of credit hours that best fit your production assignment. Additional THEA 4950’s may be taken in place of 3912/4912’s upon instructor approval.

ENROLLMENT REQUIREMENT:
Prerequisites: Instructor Consent

REQUIRED SUPPLIES:
• 3-Ring Binder - 1, 1.5, or 2 inches

**PLEASE NOTE- Access to a computer and printer are vital to success in this course.

RECOMMENDED SUPPLIES:
• Page Protectors
• Page Dividers/Tabs
• Pens/Pencils
• Highlighters
• Paper
• Eraser
• Post-it notes, tabs, and dots

LEARNING OUTCOMES
Upon completion of this course, students will have acquired theoretical and practical skills needed to successfully stage manage a production at the University of Utah and other professional theatre companies. This includes:
• Creating effective, neat, and timely stage management paperwork
• Recording all staging and technical cues
• Effectively running and notating meetings
• Facilitating interdepartmental communication for their specific production
• Setting and working toward personal goals for growth in the areas of organization, timeliness, kindness, and effective leadership.
COURSE REQUIREMENTS

- Fulfill basic obligations of a production assistant, assistant stage manager, or stage manager on a professional production outside of the university.
- Attend all meetings, rehearsals, technical rehearsals, and performances as required by the organization.
- Submit a journal of your responsibilities, accomplishments, and challenges during the production process. Journals will be graded on your ability to be both perceptive to situations around you and self-critical. **Length of the journals must be at least one double-spaced page times the number of weeks you worked on the production.**
- Ask your supervisor to email a brief, weekly update of your progress to the course instructor. If this is not possible, a final recap immediately following the close of your production is acceptable.
- Schedule and attend regular (bi-weekly) meetings with the course instructor to discuss your internship experience as it progresses.
- Work with the needs of the company to establish additional duties.

Note: The course instructor may ask to attend a tech/dress rehearsal/performance of your production. Please try to accommodate if possible.

COURSE EVALUATION

Your grade will come from your work and attitude during the production you are assigned. The stage management team, production manager, director, or other intern supervisor of the production will evaluate your performance, along with the course instructor. You will be evaluated on: promptness, attendance, paperwork, and attitude. **Your future within the University of Utah stage management program relies heavily on your performance during this course.**

If you are not living up to the expectations of a professional stage manager, you may be placed on probation for a period of time. This probationary period will be your only warning before being potentially removed from the project. If you are removed, you will be given the option to complete paper projects or take an incomplete for the class. **If you are placed on probation during a project for any length of time, it will affect your final grade for the course and your standing within the stage management program.**

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<td>Personal Reflection Journal</td>
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<td>Self-Evaluation Survey</td>
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<td>Attendance, Participation and Feedback</td>
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<td><strong>Total:</strong></td>
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GRADING SCALE

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Syllabus is Subject to Change
THEA 4950 – Stage Management Internship / Fall 2019
ATTENDANCE
You are expected to be at every meeting, rehearsal, and performance on time. Theatre is a collaborative and active art; missing a meeting, rehearsal, or performance not only means missing information that you will not be able to make up elsewhere, but also affects the entire cast, crew, and production team. Inclement weather is not an excused absence unless classes, rehearsals, and performances have been officially canceled by the University. If you miss any rehearsal or performance for any reason except a serious medical excuse or a pre-approved event such as a conflicting class, you will fail the class.

PUNCTUALITY
If you are not present for the entire class, meeting, rehearsal, or performance, you cannot fully contribute. Beginning at five minutes before the scheduled start time, you will be considered absent and may fail the course. Plan to always arrive 10-15 minutes before a meeting, 30-60 minutes before a rehearsal, and 15-30 minutes before the first actor/crew call of a technical rehearsal or performance. If an unforeseeable circumstance will prevent you from arriving early, call someone on the stage management team and/or your director. You set the example for the rest of the group.

TECHNOLOGY IN THE CLASSROOM
The use of laptops and tablets is both permitted and encouraged in course for note taking and work on production related materials. There will be times when this is more appropriate than others however, and I or your supervisor reserve the right to ask that these items be put away, namely if they become a distraction. If you are caught using your laptop or tablet for something other than show-related activities, you will lose half a letter grade in the course and may lose this privilege for the remainder of the semester. USE OF CELL PHONES IS NOT PERMITTED UNLESS IN DIRECT COMMUNICATION WITH A CAST OR PRODUCTION TEAM MEMBER ABOUT THE PRODUCTION, AND THEY MUST REMAIN ON SILENT. Please be respectful of others’ time and commitment to this project by not breaching this policy so that we don’t end up in the embarrassing position of having to ask you to leave the rehearsal, or worse, the production. If your phone does accidentally go off, I expect you to turn it off immediately, and not to answer the call.

LEARNING METHODS
My goal is to create a learning environment in which you can be incredibly successful. I will work hard to create and improve the learning environment throughout the semester based on my own observations of the course and your feedback on what would help you learn more. Please advocate for yourself in and out of the classroom. I encourage you to take advantage of the academic support services available to you at the university.

THE AMERICANS WITH DISABILITIES ACT
The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the Center for Disability Services.
ADDRESSING SEXUAL MISCONDUCT
Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

CAMPUS SAFETY
The University of Utah values the safety of all campus community members. To report suspicious activity, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu.

UNDOCUMENTED STUDENT SUPPORT STATEMENT
Undocumented Student Support. Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center. Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families. To learn more, please contact the Dream Center at 801.213.3697 or visit dream.utah.edu.

STUDENT NAMES & PERSONAL PRONOUNS
Class rosters are provided to the instructor with the student’s legal name as well as “Preferred first name” (if previously entered by you in the Student Profile section of your CIS account). While CIS refers to this as merely a preference, I will honor you by referring to you with the name and pronoun that feels best for you in class, on papers, exams, group projects, etc. Please advise me of any name or pronoun changes (and update CIS) so I can help create a learning environment in which you, your name, and your pronoun will be respected. If you need assistance getting your preferred name on your UIDcard, please visit the LGBT Resource Center Room 409 in the Olpin Union Building, or email bpeacock@sa.utah.edu to schedule a time to drop by. The LGBT Resource Center hours are M-F 8am-5pm, and 8am-6pm on Tuesdays.

WELLNESS STATEMENT
Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student’s ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at www.wellness.utah.edu or 801-581-7776.
VETERAN’S CENTER
If you are a student veteran, the U of Utah has a Veterans Support Center located in Room 161 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: http://veteranscenter.utah.edu/. Please also let me know if you need any additional support in this class for any reason.

ENGLISH AS AN ADDITIONAL/SECOND LANGUAGE
If you are an English language learner, please be aware of several resources on campus that will support you with your language and writing development. These resources include: the Writing Center (http://writingcenter.utah.edu/); the Writing Program (http://writing-program.utah.edu/); the English Language Institute (http://continue.utah.edu/eli/). Please let me know if there is any additional support you would like to discuss for this class.

OTHER IMPORTANT RESOURCES
Academic Code of Conduct
http://regulations.utah.edu/academics/6-400.php

Faculty and Student Responsibilities
http://regulations.utah.edu/academics/6-316.php

University Accommodation Policy
http://regulations.utah.edu/academics/6-100.php

LGBT Resource Center
https://lgbt.utah.edu/

THIS SYLLABUS IS SUBJECT TO CHANGE
This syllabus is meant to serve as an outline and guide for our course. Please note that I may modify it with reasonable notice to you. I may also modify the Course Schedule and grading structure to accommodate the needs of our class. Any changes will be emailed out and/or posted on Canvas under Announcements.

To access Canvas, visit http://utah.instructure.com or download the Canvas Student app on your mobile device.