THEA 3912 & 4912
Individual Stage Management Projects I-II

University of Utah | Department of Theatre
Fall Semester 2019 | 1 - 5 Credit Hours

Instructor: Amber K. 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
Faculty-assigned Stage Management or Assistant Stage Management work on a University production. Course requires participation in all meetings, rehearsals, performances, and supplemental activities involved in the creation of an assigned production. Number of credit hours will vary based on the production and require instructor approval for credit selection.

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 the course the student will have acquired theoretical and practical skills needed to successfully stage manage a production at the University of Utah and other professional theatre companies.
- Create effective, neat, and timely stage management paperwork
- Record all staging, notes and technical cues
- Acquire management, leadership, and conflict resolution skills
- Serve as the liaison between the production team members, cast, and front of house staff.
COURSE REQUIREMENTS

- SMs and ASMs are required to actively participate in all pre-rehearsal meetings and preparation activities, rehearsals, technical rehearsals, performances and post-performance meetings. SMs and ASMs must accept responsibility for making the entire production run smoothly, onstage and backstage, in pre-rehearsal, rehearsal, performance and post-performance phases under the guidance of the instructor.
- It is recommended that SMs and ASMs be first aid certified. See the instructor well in advance of the first rehearsal if you do not meet this requirement.
- The entire stage management team is required to attend all production meetings and one member of the team will send out notes from that meeting (within 24 hours of that meeting's conclusion). It is suggested that the SM lead the meeting and one or both ASMs take the notes during the meeting. The SM must proofread the notes before they are sent out to the Production Team.
- Communicate all things in a timely manner. See deadlines section for paperwork below.
- SMs and ASMs must schedule individual and team meetings with the course instructor as well as a “book review” and evaluation within two weeks of the show closing. See the instructor to schedule these within the first week of the semester, or sooner if your rehearsals begin before the start of classes.
- **ALL** crew evaluations and the self-evaluation as well as final versions of all show paperwork, **including a scanned color copy (PDF) of the prompt book**, must be submitted prior to the final course meeting with the instructor.

COURSE EVALUATION

Your grade will come from your work and attitude during the production you are assigned. The crew and the director 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.**

**GRADING SCALE**

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ATTENDANCE
You are expected to be at every meeting, rehearsal, performance, and activity 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 use, you will fail the class.

PUNCTUALITY
If you are not present for the entire meeting, rehearsal, performance, or activity, you cannot fully contribute. Beginning at five minutes before the scheduled start time, you will be considered absent and are at risk of failing the course and losing your SM assignment. Plan to always arrive 10-15 minutes before a meeting, 30-60 minutes before a rehearsal, and 15-30 minutes before the first 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.

INSTRUCTOR MEETING REQUIREMENTS
Please schedule ALL meetings prior to the end of the first week of classes (sooner if your rehearsals begin before classes start).

Team Meetings - 45 minutes
- 1-2 weeks prior to the first rehearsal
- 1 week prior to the first tech/moving into the venue

Individual Meetings (SMs)
- Prior to first production meeting
- 1-2 weeks prior to first rehearsal (separate from team meeting)
- Weekly during production process through opening (optional during tech)
- 3-5 days prior to opening
- 1-2 weeks after show closing (Evaluation and Book Review)

Individual Meetings (ASMs)
- 1-2 weeks prior to first rehearsal (separate from team meeting)
- Bi-weekly during production process through opening (optional during tech) and as needed or as requested by instructor
- 3-5 days prior to opening
- 1-2 weeks after show closing (Evaluation and Book Review)
ASSIGNMENTS/PROJECTS/PAPERWORK

Effective, neat, and timely stage management paperwork is vital to the success of the production. Commonly required paperwork items are listed below. This does not represent all of the paperwork you may need to create for the production. All paperwork will be evaluated throughout the production process.

Please complete & distribute each item according to the following schedule:

- **Distribution Lists, Production Calendar, and Contact Sheet**: no later than first production meeting
  - Send to Production Manager for proofing
  - Hand out hard copies at the first production meeting
  - Add to show folder in UBox as completed/updated (be sure all production team members have been invited to the show folder)

- **All Other Pre-Production Paperwork** *(including production analysis, prop lists, prelim. costume tracking, scene breakdowns, etc.)*: No later than 1 week prior to the first rehearsal
  - Meet with Production Manager to review documents & prep plans
  - Send to via email: Applicable designers/staff/directors
  - Add all paperwork to show folder in UBox as completed/updated
  - Every show will differ in their pre-production paperwork needs. Please see course instructor to discuss a more detailed list.

- **Callboard**: at least 1 day prior to first rehearsal
  - Set up in hallway of PAB, Babcock, Rehearsal Room

- **Blocking Sheets**: by first rehearsal
  - Must get ground plan and elevations from Technical Director prior to SM floor taping day so it can be measured IN ADVANCE of setting up the space

- **Welcome Packets**: by or at first rehearsal
  - Given to: Full Cast, Director, Dramaturg, Optional Designers, Stage Managers
  - Includes
    - Scene Breakdown
    - Cast List
    - Contact Sheet
    - Cast Calendar
    - Script Copy
    - Welcome Letter/Company Rules
    - Emergency Contact Form
    - Bio Submission Information
    - Directions to offsite shops/venues
    - Sexual Harassment Statement
    - Voting Forms
    - Other necessary first day paperwork *(dramaturg packet, glossary, etc.)*
  - Add all paperwork to show folder in UBox as completed/updated
ASSIGNMENTS/PROJECTS/PAPERWORK (CONTINUED)

- **Meeting Minutes:** Within 24 hours of the meeting’s conclusion
  - Sent to via email (PDF and included in body):
    - Artistic Team (Director, Designers, Dramaturg, etc.)
    - Production Team (Production Staff, Stage Managers, Production Manager, Heads of Departments, etc.)
    - Marketing Dept.
    - PAB Office Staff
    - NO CAST MEMBERS OR CREW
  - Add to show folder in UBox as completed/updated

- **Rehearsal Reports:** Within no more than 5 hours of the rehearsal’s conclusion; preferably within one hour of rehearsal ending. *Absolutely must* be out before 8am the following day. Ideally, you will send this before leaving the building.
  - Sent to via email (PDF and included in body):
    - Artistic Team (Director, Designers, Dramaturg, etc.)
    - Production Team (Production Staff, Stage Managers, Production Manager, Heads of Departments, etc.)
    - Marketing Dept.
    - PAB Office Staff
    - NO CAST MEMBERS OR CREW
  - Add to show folder in UBox as completed

- **Daily Schedules and Fittings:** Within 2 hours of the rehearsal’s conclusion and at least 12 hours before the next cast/crew call. Ideally, you will send this before leaving the building.

- **Prop/Costume/Character Tracking documents:** As updated or at the end of each rehearsal week
  - Sent to via email or UBox update: All affected Designers and Staff (ex: Prop List updates to Prop Designer), Stage Management

- **Run Sheets/Shift Plots:** Following the completion of initial staging, then again as updated, then before the 1st technical rehearsal, and then each evening of tech/previews.
  - Sent to via email: Stage Management, Production Management, all affected Production Staff/Designers
  - Distributed in person at start of next rehearsal: Stage Management, All Crew
  - Post as needed
  - Add to show folder in UBox as updated

- **All other paperwork:** As completed and by request.

- **Post-Closing Archival Paperwork:** uploaded to Archival Folder in BFA SM UBox prior to final evaluation meeting
TECHNOLOGY IN THE CLASSROOM
The use of laptops and tablets is both permitted and encouraged in this course for note taking and work on production related materials. There will be times when this is more appropriate than others however, and I 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 automatically lose ½ a letter grade 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 MUST REMAIN ON SILENT AND OUT OF VIEW. Please be respectful of other students' time and commitment to their studies 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.

Syllabus is Subject to Change
THEA 3912/4912 / Stg Mgmt Proj I-II / 2019-2020
**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 UID card, 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.