

**COURSE SYLLABUS**  
**THR 365.01**  
**Stage and Theatre Management**  
**3 Credit Hours**  
**Fall 2007**

- Location & Times: UTC 135, 9:30-10:50 a.m., Tuesdays and Thursdays
- Instructor: David A. McTier, Ph.D., Associate Professor of Theatre
- Office & Phone: Smith-Kirkley G27, 936-294-4063
- e-mail: [dam005@shsu.edu](mailto:dam005@shsu.edu)
- Office Hours: MWF 10:00-11:00; TuTh 11:00-12:00; other times available by appointment
- Blackboard: Course materials and grades are available on Blackboard.
- Catalogue Description: Advanced study of theatre management with an emphasis on the organizational, technical and management responsibilities of a stage manager as well as the public relations and marketing skills needed to run a house and box office. Included will be a focus on the establishment of a collaborative atmosphere within a production team or within a theatre company. Credit 3.
- Course Description: This course will be approached as a workshop comprised of activities and projects designed to introduce and hone the skills needed by a stage manager including preproduction, auditions, rehearsals, performance and post production. Classes will include discussion and evaluation of assignments (hands-on activities as well as readings) and individual and team projects.
- Course Objectives: Upon completion of this course, you should be able to:
- Understand and execute the responsibilities of the stage manager during preproduction, auditions, rehearsals, performance and post production.
  - Learn to use software for generation of forms and other paperwork.
  - Understand and be able to employ the vocabulary required of an SM.
  - Complete forms used by a stage manager.
  - Read and analyze a script from the stage manager's point of view.
  - Organize and manage a theatrical audition.
  - Conduct and organized an effective theatrical rehearsal.
  - Organize and effectively execute a technical rehearsal.
  - Effectively call a performance of a theatrical production.
  - Understand Equity regulations for certain theatrical organizations and production processes.
  - Build a promptbook that contains cues as well as all necessary production records.
  - Build a webpage for the submission and sharing of your materials.
- Required Text: *The Backstage Guide to Stage Management: Traditional and New Methods for Running a Show from First Rehearsal to Last Performance (Paperback)* by Thomas Kelly, \$18.95

- Supplies & Expenses: triangular architect's scale ruler; a tablet of quadrille paper (1/8" squares); stopwatch (or a watch with a stopwatch function); three-ring notebook(s) with dividers.
- Your course fee provides you with one complimentary ticket to each of the department's productions.
- Grading by Points: This semester, we will use a simple point system: you will gain points by successfully completing projects; you will lose points by being late or missing class.
- There are no examinations other than the one covering a stage manager's vocabulary. Note, however, you all are required to attend class during the final exam period, during which time we will share our promptbooks and websites.
- Attendance Policy: You are expected to attend every class and be punctual and prepared. Given the experiential nature of much of the learning in this class, to miss (or be tardy) for any reason, legitimate or not, thus diminishes what you take from as well as what you contribute to the class.
- University policy stipulates that: *A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work has not been missed; however, at the discretion of the instructor, a student may be penalized for more than three hours of absences.* Thus, you are allowed to miss two (2) TU/TH classes. For each additional absence, you will lose five (-5) points from your total number of points.
- Two exceptions are made: one, religious holy days and required travel time (requests must be submitted within the first fifteen days of the semester); and, two, pre-approved and documented university obligation, e.g., athletics. If you miss class due to pre-approved religious or university obligation, you should submit your assignment(s) prior to their anticipated absence to avoid penalty.
- Tardiness: You also are expected to arrive on time. You are allowed two (2) tardies without penalty; each additional tardy will result in the loss of one (-1) point from your total number of points.
- Late & Makeup Work: Projects and papers are to be submitted no later than the established due date. Work submitted late will not be accepted unless there is an extraordinary situation approved by me, the instructor, or requested by the Dean's Office.
- Academic Dishonesty All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.
- Classroom Conduct: Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

You may not bring food or candy into the classroom. Beverages are acceptable as long as you clean up any spills and dispose of your containers. Gum and lozenges are acceptable only if I, the instructor, cannot see, hear, or smell them.

**Students with Disabilities:** SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, you should register with the SHSU Counseling Center and then talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. Please note that no accommodation will be made until you register with the Counseling Center.

**Point Opportunities:** 120 total points are possible. You will determine what you undertake to make the grade you desire. (Note, you only need a 90 points to make an "A" in the course.)

60 points for short-term projects (some individual, some team)

20 points for your promptbook (presented at the final exam period)

10 points for a pre-production script analysis

10 points for a vocabulary test

20 points for your SM website

**Penalty Points** Late to Class (Tardy) (first 2 free; -1 for each tardy after)

Absent (first 2 free; -5 for each absence after)

**Software:** All documents should be prepared and submitted in MS Word (or other appropriate MicroSoft Office component) or as a .pdf file. For your website, you will use MicroSoft Office Live (free!) unless I approve an alternate vehicle.

**Final Grade:**  
90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
0-59 = F