**Production Stage Management**

**THEA 3143-201, CRN 21403**

**Course Description:** Protocol, procedures, techniques, and tips for effective stage management during the preliminary, rehearsal, and performance phases of a production. Includes methods for ensuring effective communication, coordination, note taking, record keeping, and people management, as well as ways to maximize efficiency, productivity, and accuracy in rehearsals and performance.

**Class Time**: MWF 10:00-10:50 AM

**Class Location**: Fain Fine Arts, B120

**Instructor**: Eric A. Koger

**Office Phone**: 940-397-4781

**Email**: Eric.Koger@msutexas.edu

**Office Location**: Fain Fine Arts, B123

**Office Hours**: typically, MWF 1-5pm, stopping by is an option but does not guarantee availability. Send an email to ensure a specific time. If I am not in my office, I may be in one of the two theatre spaces or in the scene shop.

**Disclaimer**

The information provided within this syllabus may be subject to change. Always assume that the syllabus is correct unless the instructor has made a formal amendment.

**Course Objectives**

This course will assist you in developing and demonstrating:

1. an understanding of various management techniques
   1. Knowledge of the development of theatre
2. proper use of theatrical vocabulary
   1. Theoretical/conceptual knowledge and application
   2. Employability
3. a firm knowledge of shop safety and stage management
   1. Theoretical/conceptual knowledge and application
   2. Employability
   3. Safety knowledge and practice
   4. Professionalism

**Course Requirements**

To succeed in this course, you will need to ensure the following requirements are met, daily.

1. Daily participation in all activities. Foundational information is given and explained in class and then built upon over the semester. Absences will cause many issues as you move forward in this course.
2. Completion of the assigned projects on the due date. Incomplete assignments will be graded as such and could be grounds for major point loss. Late assignments will not be accepted.
3. Keep track of your grades using the section under tentative schedule of this syllabus. If I return an assignment on a day you are absent, it is your responsibility to seek out the missing items and grade.
4. Header information on all assignments must be in one line and contain the following: Your first and last name, the date of submission, and the class name and number. For Instance:

Eric Koger August 24th 2021 THEA 3143 Stage Management

In addition, all work MUST be typed, printed, stapled, spell-checked, and grammar checked prior to class beginning. Documents that do not meet these criteria will be assessed a point deduction.

\*\*\*When printing, make sure that your name is clearly typed on your work. Not hand scrawled.

**Textbook (to be provided)**

Stern, Lawrence. *Stage Management*. 10th edition

ISBN: 9780205006137 0205006132

**Supplies**

During this semester you will be building a starter stage management promptbook. You are responsible for all the materials to ensure an excellent product. These materials might include miscellaneous binders, folders, printed documents (potentially in color), binder dividers, etc. Best practices will be discussed throughout the semester. It is NOT recommended that you buy the materials prior to class discussion.

**Grading**

Makeup policy – Late assignments will **NOT** be accepted. All assignments will be formally collected during the class period in which they are due. Quizzes missed due to absenteeism cannot be made up.

Withdrawals – It is the responsibility of the student to properly withdraw.

Point value/grade distribution: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F

There are 110 points possible but grades will be calculated on a 100point scale.

**Cell Phone Policy**

Cell phones must be silenced and put away completely out of sight and not looked at until the class is over. If at any point your cell phone is NOT put away and silenced, you will be asked to leave for the remainder of the day.

**Laptop/Computer/Tablet Policy**

Only specifically mentioned moments in class will allow the use of these devices. Otherwise, keep them put away unless specifically requested by the instructor. Taking notes must be done by hand.

**Dress Code**

Be aware that we may be getting dirty during class or participating in activities that require movement. Dress appropriately.

**Attendance**

You must attend all class periods. You are responsible for any information that you miss due to absenteeism. Attendance is taken at the beginning of class. Excessive lateness may count as an absence and will be determined by the instructor.

Unavoidable absence – Jury duty, death in the family, etc. You must send notification by email to the instructor explaining the situation prior to missing the class. Be sure to include your name, class period (day/time) and your situation.

Late assignments will not be accepted. Quizzes missed due to absenteeism cannot be made up.

**Conduct Statement**

Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor’s removing the disruptive student(s) from the class.

**Academic Dishonesty Statement**

Plagiarism is (1) the use of source material of other persons (either published or unpublished, including the Internet) without following the accepted techniques of giving credit or (2) the submission for credit of work not the individuals to whom credit is given. If a student in the class is caught plagiarizing, appropriate disciplinary action will be taken. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, “As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so.” Plagiarism is lying, cheating, and stealing.

**Student Privacy Statement**

In accordance with Federal Privacy Laws a student’s personal information is protected.

As an instructor it is unlawful for me to share your personal information (including grades) with anyone unless I have written consent. This means I will not be able to discuss your grades with parents. If you have questions about your grades or have forgotten the grading policy for the course please come by during office hours.

**Disability Support Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the

Clark Student Center, 397-4140.

**Campus Carry**

Senate Bill 11 passed by the 84thTexas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage athttp://mwsu.edu/campus-carry/rules-policies.

**Tentative Schedule**

**A detailed daily schedule will be posted on D2L later this week.**

**However, for Wednesday, January 13th you need to accomplish the following assignment:**

**Visit this website.**

<https://www.16personalities.com/free-personality-test>

**Answer all of the questions in the free test to get your personality type.**

**Click the link for more information about your personality.**

**A popup will ask you if you want the results emailed to you. YES**

**Read your profile.**

**Do some research on your personality type. Really know your type.**

**Be prepared to answer the following questions.**

**Is this you?**

**What are the similarities? Differences?**

**What have you discovered that seems true, but you had never considered?**

**Did anything surprise you?**

**We will meet on ZOOM on Wednesday, January 13th**