



**Advanced Stage Management -- Fall 2018 Course Syllabus**  
**THR3420-001 -- CRN 51237**  
**Tuesdays/Thursdays 1:00PM-2:20PM, CPA 1047**

**INSTRUCTOR INFORMATION**

**Instructor:** Christopher M. Montpetit, [UT Department of Theatre and Film](#)

**Office:** Center for Performing Arts, Room 1030D

**Office Hours:** Mondays/Wednesdays 12:00NOON-2:00PM or by appointment

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**COURSE INFORMATION**

**Course Description** - 3 credit hours. Study and application of professional practices of the Stage Manager as they pertain to the theatrical production. Emphasis is placed on the duties, responsibilities and procedures from pre-production to post-production planning.

**Course Learning Outcomes/Student Learning Outcomes** - by the end of this course, the student will be able to:

- identify and use the written and verbal communication skills needed to be a stage manager
- define the duties and responsibilities of theatre production personnel and explain how the stage manager interacts with each of them
- analyze and develop a personal process for stage managing theatrical productions
- classify and illustrate the role and guidelines of unions and other management entities
- create a stage management prompt book and other subsequent paperwork needed for a production
- utilize and transfer learned skills to work at a theatre or arts institution

**Course Overview/Format/Outline** - This course explores the principles and theories of stage management as applied to the actual rehearsal and performance of a theatre production, with emphasis on the duties, responsibilities and procedures from pre-production to post-production. The course will also study and focus on the function of various members of the production team, how the stage manager interacts with each member of the team, and the stage manager's role as a "hub" of communication for the production. Additional topics may be included, as dictated by class interest and time constraints. Concentration on these areas are relevant to the practice and application of stage management, but may also be applied on both a personal and professional (non-stage management) level throughout one's career.

This course will be approached as a hybrid course - part traditional seminar and part actual hands-on experience - following a format of lecture presentations, textbook/supplemental readings, group discussion forums and/or debates, course projects and exercises, in-class

presentations, and questions or a series of questions. It will also rely heavily on participation and weekly preparation. In order to fully understand the topics being discussed, it is important that all work be completed in order to make a contribution in this course.

To foster skills of collaboration, students will be organized into teams for the purpose of selected exercises and assignments that will be presented throughout the semester. Composition of these teams will be assigned by the instructor. This course will mostly meet on a regular basis. There will be certain classes that will not meet during the regularly scheduled time, in order to accommodate guest lecturer availability and production rehearsal schedules (i.e. running auditions one night instead of meeting during the day). See Course Schedule and Blackboard calendar for exact days, times and activities planned.

Content outline consists of 5 sections:

- Qualities: What Makes a Good Stage Manager
- Skills: The Art of Communication
- Promptbook: Setup, Forms and Equipment
- Rehearsals: From Auditions to Tech
- Performances: Smooth Emergencies

Schedule of topics are subject to change, with adequate notice given to students. A more detailed course schedule, containing topics, dates, assignments, quizzes and projects, is available at the end of this syllabus and for download through Blackboard. Course schedule dates can also be found on the Blackboard calendar.

**Course Prerequisites** - none

**Course Requirements/Grading Policy**

- Course project worth 25 points
- Eight written, oral and/or presentation assignments, worth 20 points each
- Course attendance/participation, worth 15 points
- **Total possible points - 200**

The final grade earned, based on total points, will be based on the following scale:

- A 190-200 points
- A- 180-189 points
- B+ 173-179 points
- B 167-172 points
- B- 160-166 points
- C+ 153-159 points
- C 147-152 points
- C- 140-146 points
- D+ 133-139 points
- D 127-132 points
- D- 120-126 points
- F 0-119 points

**Recommended Textbook/Reading Materials**

- *The Stage Manager's Toolkit: Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Final Performance*, (first or second edition) by Laurie Kinckman (Focal Press, ISBN: 978-0-415-66319-9)
- textbook also has a companion [website](#) with sample documents, templates and resources
- supplemental readings and informational sheets assigned and/or distributed
- textbook is recommended, no required textbook

Textbooks are available from the [University of Toledo Bookstore](#), on the main campus. Occasionally, course textbooks may also be found online at a variety of auction or retail sites.

**Recommended Theatre Attendance** - it is recommended that each student attend a theatre performance in the University of Toledo Department of Theatre and Film season during the fall term. The production is...

- ***ALL QUIET ON THE WESTERN FRONT***, based on the novel by Erich Maria Remarque, University of Toledo, Center for Performing Arts - Center Theatre, November 2-11, 2018 (Fridays/Saturdays 7:30PM, Sundays 2:00PM)

For tickets and information, visit the [UT Department of Theatre and Film](#) website.

### **COURSE POLICIES/GUIDELINES**

**Assignments/Presentations/Project** - in addition to content, assignments, presentations and the course project will also be graded on spelling, grammar, proper formatting, use of applicable bibliography, MLA/Chicago style guidelines, etc. See rubrics, attached to each assignment in Blackboard, for more detailed grading criteria. See the course schedule (available at the end of this syllabus) or the Blackboard calendar for due dates of assignments and the course research project.

Please note the following guidelines:

- submitted through Blackboard (nothing will be accepted via email or in person)
- any assignment submitted late will result in one point being taken off of graded assignment for each day late (i.e. if graded assignment was 18 out of 20 and it was turned in three days late, the final grade on the assignment will be 15 out of 20) - this policy will be enforced, **NO** exceptions
- everything needs to be typed and proofread, demonstrating proper grammar, punctuation, capitalization, spelling, and academic writing style (i.e. play titles, book titles, or movie titles in *italics* or underlined), do not rely on spell check
- assignments must be saved in .doc/.ppt/.pdf format, if assignment is not saved in one of the correct file formats and cannot be opened by the instructor, it will be counted as late (do not send .odt, .pages or other files as they can't be opened)
- a secure, reliable internet connection and functional computer are the responsibility of the student, internet or computer problems will not be accepted as excuses for late assignments
- no work will be accepted after the final day of classes, unless the assignment's due date is during finals week, see course schedule and Blackboard calendar for dates
- the Blackboard site uses SafeAssign, which examines all submissions for plagiarism - instances of plagiarism will result in a failing grade (i.e. 0 out of 10) for that assignment

**Attendance** - attendance is worth 15 points. Course attendance requires attendance in the classroom for at least half of the scheduled time (i.e. coming to class for 15 minutes at end of scheduled class time will result in an absence). Students are entitled to two unexcused absences for the term. Each unexcused absence above two will result in one point taken off (i.e. 13 points out of 15 for four unexcused absences). Excused absences, which do not result in points being taken off, are contingent upon approval by the instructor and should be discussed with the instructor in advance. Supporting documentation will be required. Extended absence, due to illness, injury or emergency, should be reported to instructor and appropriate UT Office/Advisor immediately. The above policies will be enforced, **NO** exceptions.

**Drop/Withdrawal Dates** - see course schedule and Blackboard calendar for UT dates of drop and withdrawal periods.

**Plagiarism/Academic Dishonesty - Course Policy:** Plagiarism will result in a failing grade (i.e. 0 out of 20) for that assignment. Repeated incidents of plagiarism will result in a failing grade (i.e. F) for the course. The point of this course is to cultivate one's own individual opinions and points of view. Taking ideas, concepts, artist renderings, etc., without appropriate documentation, from other authors or sources, including those of fellow students, defeats the purpose of this course. It not only violates the integrity of the class, but also hinders one's own growth and individuality. The purchasing or sharing of papers or projects between students or the re-use of papers or projects submitted for more than one assignment or class also constitutes plagiarism. The above policy will be enforced, **NO** exceptions.

**Plagiarism/Academic Dishonesty - University of Toledo Policy:** [Academic dishonesty](#) will not be tolerated. Plagiarism in any of its various forms will result in penalization, ranging from a grade of "F" for the single assignment to a failing grade to the whole class. Degree of penalization is at the sole discretion of the instructor. Examples of academic dishonesty include, but are not limited to the following:

- any activity that fits the definitions of plagiarism
- representing (plagiarizing) the words, ideas or information of another person as one's own and not offering proper documentation (for example: cutting and pasting, or paraphrasing, information from a website and not citing the website as a source)
- aiding another student in any way in the process of plagiarizing or representing the words, ideas or information of another person as their own and not offering proper documentation
- taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination
- providing a fellow student your work as a "guideline" for completing their work (if a student needs clarification about the nature of an assignment they should ask the instructor, this policy applies to all individual, non-group work - should you provide your work to another student, and they plagiarize your work, both you and the plagiarist will receive disciplinary action due to academic dishonesty)

To learn more about what constitutes academic dishonesty (plagiarism), visit UT's policy on [academic dishonesty](#).

**Technology/Communication/Blackboard Guidelines** - tips for technology, communication, and Blackboard success include:

- should the course site be inaccessible due to technical issues or you encounter technical difficulties with Blackboard, contact [utdl@utoledo.edu](mailto:utdl@utoledo.edu) or call 419/540-8835

- (toll-free student support phone number is 1-866/UTOLEDO)
- the Help Desk offers extended hours in the evenings and on weekends to assist students with technical problems - when calling after hours, leave a detailed message, including your Rocket Number and phone number, and a staff member will respond on the next business day
  - the UT Online [Help Desk](#) website is also available online to answer your questions, technical questions related to on-campus Internet access, virtual labs, hardware, software, personal website hosting, and UTAD account management
  - before submitting any work in Blackboard...turn off all instant messaging and other web applications, close all browser windows that are not connected to the course, and make sure your system and browser are compatible with Blackboard
  - if using a public library or other public access computer, please check to ensure that you will have access for the length of time required to complete tasks
  - need IT help?, in general, instructors are not trained in tech support for individual computer or internet problems - if you have trouble with your computer or your internet connection, you should contact your manufacturer, service representative, or service provider

**Tips for Course Success** - some tips for success in this course include:

- I am an open-door instructor, if you need to see me, just set up appointment and I will meet with you, based on availability
- I believe there are no stupid questions, if you are unsure or have a question, please ask
- while drinks are permitted in class, keep food out
- cell phones should be turned off or put on vibrate while in class
- classroom disruptions, disrespecting the instructor or fellow classmates, will not be tolerated...you will be asked to leave
- submit the assignments prior to the due date (if possible), and set yourself up to have a secure reliable computer connection - if you wait until the day something is due and then have problems, I will not be able to assist you
- I usually do not respond to or check email or phone messages during the weekend or over the holidays/breaks
- check your Blackboard Messages/Bb Mail and Course Announcements regularly
- familiarize yourself with the course Blackboard site and visit it often
- do not wait until the last minute to ask for assistance - I will do my best to be of help, but if you contact me late in the semester or long after an assignment was due I may not be as accommodating

**UNIVERSITY POLICIES/LINKS**

**Accessibility Statement/Accommodations** - the University is an equal opportunity educational institution. Please read [The University's Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance](#). The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or you believe you have a disability and would like information regarding academic accommodations/adjustments in this course, please contact the [Student Disability Services Office](#). Information shared with the [Student Disability Services Office](#) will be kept confidential to the extent consistent with State and Federal law.

**Instructional Support Services/Resources** - services are listed below:

- Counseling Center - the [Counseling Center](#) is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services, the Counseling Center staff provide counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies
- Course Blackboard website - <https://blackboard.utdl.edu/>
- eLibrary Services Portal - the [eLibrary](#) is a customized gateway to UT Libraries for online students, it was designed to help you locate the best online library resources without leaving Blackboard
- eTutoring Services - the Ohio eTutoring Collaborative, in partnership with The University of Toledo, now provides online tutoring support for all UT students, [eTutoring Services](#) are offered in a wide array of subjects, including Writing, Math, Calculus, Statistics, Accounting, Biology, Chemistry, and Anatomy and Physiology
- University of Toledo Writing Center - <http://www.utoledo.edu/success/writingcenter/>

**Sexual Discrimination/Misconduct** - the University of Toledo is committed to providing educational and working environments that are free from sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, stalking and retaliation. Title IX of the Education Amendments of 1972 (Title IX) is a federal law that prohibits sex discrimination. Additional information, forms, resources and contacts can be found online at <http://www.utoledo.edu/offices/internalaudit/title-ix/discrimination-resources.html>.

**Statement of Diversity** - the Department of Theatre and Film strongly endorses a policy of individual and collective respect for each member of our diverse community. Theatre and the mediated arts of film and video represent a fundamental form of human expression present in all known human cultures. Thus, they transcend boundaries of gender, sexuality, politics, nationality, geography, culture, and historical epoch. We strive to communicate and to understand; indeed, successful work in our field requires empathy without judgment. As a discipline, we have battled censorship for more than 2,000 years, and as a department, we seek to ensure all groups and individuals the right to speak within an arena of civility and mutual respect. Our department strives to provide a safe and supportive educational environment that both nurtures all components of human experience and functions as a crucible for creative expression.

**Advanced Stage Management -- Fall 2018 Course Schedule  
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<b>Week:</b>	<b>Unit/Assignments:</b>	<b>Due Date:</b>
<b>Mon 8/27</b>	<b>Introduction; Qualities</b>	
	Review Powerpoint lecture notes/web links	<b>Sun 9/2</b>
	<i>Notes - First Day of Classes Mon Aug 27</i>	
	<i>Notes - Labor Day Holiday Mon Sep 3</i>	
<b>Tue 9/4</b>	<b>Qualities continued...</b>	
<b>Mon 9/10</b>	<b>Qualities continued...</b>	
	Submit Assignment 1	<b>Sun 9/16</b>
	<i>Notes - Last Day to Add/Drop Mon Sep 10</i>	
<b>Mon 9/17</b>	<b>Skills</b>	
	Review Powerpoint lecture notes/web links	<b>Sun 9/23</b>
<b>Mon 9/24</b>	<b>Skills continued...</b>	
	Submit Assignment 2	<b>Sun 9/30</b>
<b>Mon 10/1</b>	<b>Skills continued...</b>	
	Submit Assignment 3	<b>Sun 10/7</b>
<b>Mon 10/8</b>	<b>Promptbook</b>	
	Review Powerpoint lecture notes/web links	<b>Sun 10/14</b>
	<i>Notes - Fall Break Thu Oct 11-Fri Oct 12</i>	
<b>Mon 10/15</b>	<b>Promptbook continued...</b>	
	Submit Assignment 4	<b>Sun 10/21</b>
<b>Mon 10/22</b>	<b>Promptbook continued...</b>	
<b>Mon 10/29</b>	<b>Rehearsals</b>	
	Review Powerpoint lecture notes/web links; Submit Assignment 5	<b>Sun 11/4</b>
	<i>Notes - Last Day to Withdraw Fri Nov 2</i>	
	<i>Notes - ALL QUIET ON THE WESTERN FRONT Performances Fri Nov 2-Sun Nov 11</i>	
<b>Mon 11/5</b>	<b>Rehearsals continued...</b>	
	<i>Notes - Veterans Day Holiday Mon Nov 12</i>	
<b>Tue 11/13</b>	<b>Rehearsals continued...</b>	
	Submit Assignment 6	<b>Sun 11/18</b>
<b>Mon 11/19</b>	<b>Performances</b>	

	Review Powerpoint lecture notes/web links	<b>Sun 11/25</b>
	<i>Notes - No Classes Wed Nov 21</i>	
	<i>Notes - Thanksgiving Holiday Thu Nov 22-Fri Nov 23</i>	
<b>Mon 11/26</b>	<b>Performances continued...</b>	
	Submit Assignment 7	<b>Sun 12/2</b>
<b>Mon 12/3</b>	<b>Performances continued...</b>	
	<i>Notes - Last Day of Classes Fri Dec 7</i>	
<b>Mon 12/10</b>	<b>Finals Week</b>	
	Submit Assignment 8; Submit Course Project (final exam period Thu Dec 13 12:30PM-2:30PM)	<b>Thu 12/13</b>
	<i>Notes - University Commencement Sat Dec 15</i>	

Updated 8/24/18