THE UNIVERSITY OF TOLEDO 1872

Theatre and Stage Management -- Spring 2019 Course Syllabus
THR3250-001 -- CRN 23207
Mondays/Wednesdays 3:30PM-4:50PM, 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/lecture hours. Theatre and Stage Management will provide students with a general overview of the administrative and management functions of an arts organization as well as an introductory look at the responsibilities and process of stage management. Through readings and videos, interactive discussion forums, research projects, and practical assignments, the student will develop an understanding of the structure and business of the performing arts and its various management positions, translating traditional business practices into the language of the arts.

Course Learning Outcomes/Student Learning Outcomes - by the end of this course, the student will be able to:
- generate a mission statement from the interpretation of a business entity's vision and core values
- list the administrative structures and managerial positions of a non-profit arts organization, charting how artists, administrators, and board members relate to one another to accomplish various organizational and artistic goals
- develop a series of financial strategies, including research of revenue-generating opportunities for performing and visual arts organizations, as well as define and assess the management decisions necessary for an organization's ongoing financial and artistic health
- create, debate and appraise marketing and public relations efforts as they relate to arts organizations, events and/or productions
- examine and evaluate the importance of additional management opportunities in the arts, including touring, facilities, unions and education
- identify and define the skills, duties and responsibilities of stage managers in the live performance process
- utilize and transfer learned management skills to work at a theatre or arts institution
- discuss and appraise arts management and arts entrepreneurship, relative to their career paths in the 21st Century

- present a viable management theory through the creation of an arts organization, from mission statement to production or opening event

Course Overview/Format/Outline - This course will be approached as a hybrid course - part traditional seminar and part online - following a format of lecture presentations, textbook readings, group discussion forums and/or debates, course projects, quizzes, 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 projects that will be presented throughout and at the end of the semester. Each team will be expected to present a viable management theory through the creation of a fictitious arts organization. Various semester exercises and assignments such as mission statement creation, budget development, production marketing campaigns and organizational structure planning will serve as the building blocks for this final project. Composition of these teams will be assigned by the instructor and will remain the same through the semester.

Content outline consists of 8 sections:
- Basics: Organizational Structures and Management
- Starting Out: The Mission, The Vision and The Values
- Choices: Nonprofit vs. Commercial
- Finances: Budgeting, Sales and Fundraising
- Strategies for Survival: Marketing, PR and Business
- Other Options: Touring, Unions, Education, Facilities
- Stage Management: Skills, Responsibilities and Process
- 21st Century: The Arts, Entrepreneurship and Your Career

Schedule of topics are subject to change, with adequate notice given to students. A more detailed course schedule, containing topics, dates, assignments 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
- Eight written assignments, worth 20 points each
- Course presentation, worth 30 points
- Course attendance/participation, worth 10 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

Required Textbook/Reading Materials - no required textbook

Required Theatre Attendance - each student is required to attend a theatre performance in the University of Toledo Department of Theatre and Film season during the spring term in order to complete one of the written assignments. The productions to choose from are…
- *THE PILLOWMAN*, University of Toledo, Center for Performing Arts - Center Theatre, February 1-10 (Fridays/Saturdays 7:30PM, Sundays 2:00PM)
- *INTO THE WOODS*, University of Toledo, Center for Performing Arts - Center Theatre, April 5-20 (Fridays/Saturdays 7:30PM, Sundays 2:00PM, except for last weekend which is Thursday/Friday evenings and Saturday afternoon)
- for tickets and information, visit the UT Department of Theatre and Film website

COURSE POLICIES/GUIDELINES
Assignments/Project - in addition to content, written assignments and the course presentation 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 journals, assignments and the course research project.

Please note the following guidelines for all submissions:
- submitted through Blackboard (nothing will be accepted via email or in person)
- any assignment submitted late will result in one point being taken off for each day late (i.e. maximum 17 out of 20 for being three days late)
- 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/.xls/.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 20) for that assignment

Attendance/Participation - attendance/participation is worth 10 points. Students are entitled to two unexcused absences for the term. Each unexcused absence above two will result in one point taken off (i.e. 8 points out of 10 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. Participation includes group discussions and exercises and is factored into the attendance grade.

Discussions/Participation - a few written assignments will be in the form of online discussion boards in Blackboard. Discussion posts are comprised of an original posting to the question or scenario posed and at least two postings in response to fellow classmates' postings. In addition to content, discussion posts will also be graded on spelling, grammar, proper formatting, etc. See rubric, attached to each discussion, for more detailed grading criteria. See the course schedule and/or Blackboard calendar for due dates of discussion posts. Discussion posts are to be completed within each of the approximate two-week period they are assigned. No late discussion posts (after that discussion ends) will be permitted - this policy 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.

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 or call 419/540-8835 (toll-free student support phone number is 1-866/UTOLEDO)
- the UT 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
- 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:
- if you have questions and need to see me, stop by my office during office hours or set up an appointment
- there are no stupid questions, if you are unsure of something or have a question, please ask
- while drinks are permitted in class, keep food out
- cell phones must 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
- complete and submit 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
- email, phone or Blackboard messages are not checked over 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, if you contact me late in the semester or long after an assignment was due I may not be as accommodating

UNIVERSITY POLICIES/LINKS
Academic Accommodations - the University of Toledo is committed to providing equal opportunity and access to the educational experience through the provision of reasonable accommodations. For students who have an accommodations memo from Student Disability Services, it is essential that you correspond with me as soon as possible to discuss your disability-related accommodation needs for this course. For students not registered with Student Disability Services who would like information regarding eligibility for academic accommodations due to barriers associated with a potential disability, please contact the Student Disability Services office.

Instructional Support Services/Resources - many UT 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/title-ix/.

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.

Updated 1/9/19

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Week:	Unit/Assignments:	Due Date:
Mon 1/14	**Introduction; Basics**	
	Review Powerpoint lecture notes/web links; Review Course Presentation	**Sun 1/20**
	Notes - First Day of Classes Mon Jan 14	
Tue 1/22	**Basics continued…**	
	Notes - MLK Holiday Mon Jan 21	
Mon 1/28	**Starting Out**	
	Review Powerpoint lecture notes/web links	**Sun 2/3**
	Notes - Last Day to Add/Drop Mon Jan 28	
	*Notes - **THE PILLOWMAN** Performances Fri Feb 1-Sun Feb 10*	
Mon 2/4	**Starting Out continued…**	
	Submit Written Assignment 1	**Sun 2/10**
Mon 2/11	**Choices**	
	Review Powerpoint lecture notes/web links	**Sun 2/17**
Mon 2/18	**Finances**	
	Review Powerpoint lecture notes/web links	**Sun 2/24**
Mon 2/25	**Finances continued…**	
	Submit Written Assignment 2	**Sun 3/3**
Mon 3/4	**Spring Break**	
	Notes - Spring Break Mon Mar 4-Fri Mar 8	
Mon 3/11	**Strategies for Survival**	
	Review Powerpoint lecture notes/web links; Submit Written Assignment 3	**Sun 3/17**
Mon 3/18	**Strategies for Survival continued…**	
	Submit Written Assignment 4	**Sun 3/24**
Mon 3/25	**Other Options**	
	Review Powerpoint lecture notes/web links	**Sun 3/31**
	Notes - Last Day to Withdraw Fri Mar 29	
Mon 4/1	**Other Options continued…**	
	Submit Written Assignment 5	**Sun 4/7**
	*Notes - **INTO THE WOODS** Performances Fri Apr 5-Sat Apr 20*	

Mon 4/8	**Stage Management**	
	Review Powerpoint lecture notes/web links; Submit Written Assignment 6	**Sun 4/14**
Mon 4/15	**Stage Management continued…**	
	Submit Written Assignment 7	**Sun 4/21**
Mon 4/22	**21st Century**	
	Review Powerpoint lecture notes/web links; Submit Written Assignment 8	**Sun 4/28**
	Notes - Last Day of Classes Fri Apr 26	
Mon 4/29	**Finals Week; Presentations**	
	Submit/Present Course Presentation (Wed May 1, 5:00PM-7:00PM)	**Wed 5/1**
	Notes - University Commencement Sat May 4	

Updated 1/9/19