

# THEA 3323

**Location:** D180 Fox Fine Arts

**Instructor:** Carolyn Cubit-Tsutsui

**Cell:** 328-7486

**Hours:** By Appointment (MW 12-2:30, TR 9-2:30)

# Stage Management

**Time:** 10:30-11:50a MW D180

**Email:** cacubittsutsui@utep.edu

**Office:** Fox Fine Arts D179

**SPRING 2023**

## Communication:

- EMAIL: Feel free to email me at any time. I will respond to all emails between 9am – 3pm M-F
- PHONE/TEXT: You can always call and leave a message on my cell phone. I will return it as soon as possible between 9am-3pm M-F. You can reach me on my cell also via text, please be respectful with the time of day. I don't want to see text at night time or on weekends please.
- OFFICE HOURS: I am available MTWR, by appointment, see above for time window.

## Teaching Philosophy

My teaching philosophy is to allow students to experience personal responsibility in the university setting. It will be the student's responsibility to actively participate in his/her job as a college student by attending class every day, arriving prepared, actively participating in class and completing all assignments. My job is to provide a positive environment that encourages the desire to learn, guide the student through the course and make sure that the student feels comfortable coming to me in person to ask any questions or to talk about the class.

## Learning Objectives

1. Students will recognize various responsibilities and skills of the stage manager
2. Students will develop communication skills through paperwork and writing
3. Students will understand the role of the stage manager in the production as a whole
4. Students will be able to articulate general understanding of the production and management process and implementation across all production disciplines

## Required Reading and Electronic Materials

1. Text Book – *The Back Stage Guide to Stage Management* 3<sup>rd</sup> Edition by Thomas A Kelly
2. *Pipeline* by Dominique Morisseau – TCG edition – see bookstore for copy
3. Active UTEP email account and access to Blackboard – class relies heavily on Blackboard.
4. Microsoft Office – Word and Excel & Google Sheets
5. Access to UTEP Library
6. Adobe Reader - <http://get.adobe.com/reader/>
7. Ability to print a portion of a script
8. Binder 1" with plastic sheet cover and 4 dividers (can be used but has to be clean and neat)
9. Folder with pockets to submit assignments and keep work (can be used)

## Syllabus Change Policy

Except for changes that substantially affect the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

## Instructor Expectations

### *Ideally*

- Respect and courtesy to everyone in the classroom: classmates, guests, instructor
- Your willingness to grapple with each of the assigned problems using your best thinking
- Keeping up with assignments
- Your close attention in class
- Your positive participations in class discussions and exercises
- Thoughtful speech
- Careful writing

### *Minimally*

- Respect and Courtesy to everyone in the classroom: classmates, guests, instructor
- ATTENDANCE IN CLASS
  - Attend class, I understand things happen. But it will impact your learning and understanding of assignments when you do not attend.

- Completion of assignment
  - **I will not accept late work for this class.**
    - Late work is anything submitted to me after the end of class on due date. Digital assignments will close 30 minutes after due date. Work that is not submitted correctly (ie digitally, hard copy or both) is considered late.
    - All late work will receive a zero, however I will review late work and give you necessary feedback on the binder assignments for your final

## Grading

All work is broken into very specific categories

- Homework (8 assignments during semester and 3 added into final binder) 5 points each – total **55 points**
- Assignment Journals – 8 in blackboard at 3 points each – **24 points**
- Written Assignments
  - What Did You Learn Part I – **15 points**
  - What Did you Learn Part II – **15 points**
- Participation (entry tickets, exit tickets, last class note, attendance) total is 44
  - Entry/Exits 10 total at 2 points each
  - Attendance 25 classes at 1 point each
- Final Binder (accumulation of the paperwork, updated and new paperwork) **50 points**

You can earn a total of 204 points, but grading is on a 175 scale so you have 29 bonus points built into class. Do not ask me for extra credit.

**A = 158-175      B = 140-157      C = 122-139      D = 105-121      F = 0-104**

## Notes

- If your work looks like it was done as a group or a partner you will all receive a zero and turned over to student conduct.
- You must turn in all your final binder homework assignments or your final binder will result in grade reduction per missing assignment. For example, if you never submit the character chart breakdown and put in the binder at end of the semester, your binder letter grade is reduced by one letter. Not only do you get a zero for the character chart homework but you impact your final binder assignment.
- You should give me work for review, even you don't get a grade for it because it is late. This will allow you to make corrections and then ideally guarantee your final grade in the binder.

I will log in your grades in blackboard so you can keep up with your standing in class.

***Be sure to save ALL graded work and verify your grade periodically throughout the semester and many of assignments will be needed in your portfolio. Errors in your grade can be corrected if you can provide your graded work.***

## Copyright Statement

Some of the materials in this course are copyrighted. Copying of textbooks is not "fair use" under the Copyright Act. Do not bring a copied textbook to this class. Your cooperation is expected.

## Student Conduct/Scholastic Dishonesty/Final Exams and Plagiarism

Refer to the Handbook of Operating Procedures: Student Affairs

**NOTE** –no work in this class is to be done as a group or with a partner. If this happens you will be turned over the office of student conduct.

**Additionally** – some of my assignments have been submitted for students to buy or use online – I have seen these and if I see any copy of these works you will be turned over to student conduct

## Students with Disabilities Policy:

If you have or suspect a disability and need an accommodation, you should contact the Cass Office at 747-5148 or at [cass@utp.edu](mailto:cass@utp.edu) or go to Room 106 Union East Building.

## Behavior and additional Expectations

### Academic Integrity Statement

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports.

Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Please consult the Handbook of Operating Procedures at <http://hoop.utep.edu> for the complete University policy on academic dishonesty. You may also consult with the Assistant Dean of Students at the Student Union Building West, Room 102, or by calling (915) 747-5648. ***I do expect all work to be original; I do read all of your work.***

### Student Agreements

- Student agrees to treat fellow students, guest, UTEP faculty and staff, with respect and collaborate with all group members in a professional manner.
- Student understands that copyright laws protect the materials used in this class. Student will refrain from any public or private distribution of all materials provided and/or created in this course.
- Student understands that any superimposed copyright on materials may not be "letterboxed" or covered over in any way. Student will not upload the aforementioned materials to Internet sites, whether public or private, such as YouTube, Facebook, or any other Web Publishing System. Student will not exhibit any of the materials provided and student work created in this course and shared on Blackboard in any public venue without express and written permission of the copyright holder.

### Student Responsibility

- You are responsible for seeing that all of your equipment and software are up to date.
- Blackboard works best with Mozilla Firefox, Google Chrome, and Safari. Stay away from Internet Explorer! For some reason Blackboard does not communicate well with Internet Explorer. Additionally, it is very important that your Adobe Reader software is up to date.
- It is very important that you follow directions carefully. You must submit all of your work correctly. **If you fail to properly submit your work you will not receive credit for the assignment.** Here is an example of improperly submitting work: Student opens assignment link, copies/pastes their critical response then fails to click the submit button. They then move into another part of Blackboard and the assignment is never submitted. Simple human error, but it will cost you a grade. Another example, you submit a link to a you tube video you did and the link is broken.
- You must check Blackboard daily for announcements and course messages. If you fail to check Blackboard and you miss an important announcement or email you are responsible for the consequences.
- You are provided with a course calendar that clearly defines all due dates and deadlines. I will not accept late work.
- Your work schedule, military deployment, athletic events, travel, vacations, sick children, broken computer, lack of access to internet, employment at UTEP, etc. are not valid excuses for missing any work in this class. If you are sick and unable to submit an assignment you will be required to provide a doctor's note in order to submit a late assignment.
- You will be penalized for poor writing skills. If you submit work that is riddled with spelling, grammar, and punctuation errors you will lose a significant number of points for that assignment. This could be

the difference between a passing and failing grade so I suggest that you utilize the spell check that is provided in all of your Blackboard links.

### **Respect**

- All students are in this class to learn. Should a student disrupt that process, the instructor will take the appropriate steps to ensure that all students interact in a safe space that is conducive to the learning process.
- Remember that your instructor is also a human being. They have many other responsibilities outside of this class, just as the student has several responsibilities outside of this one class. Read the syllabus, stick to class/university policies, utilize common etiquette and respect, and know that your instructor wants you to succeed in this course, but they are not responsible for that, you are.
- Work will be graded in a timely manner.

### **Guidelines for communicating online:**

- Treat instructor with respect, even in email or in any other online communication. Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar.
- Avoid using the caps lock feature as it can be interpreted as yelling.
- Limit and possibly avoid the use of emoticons.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.
- Be careful with personal information (both yours and other's). Do not send confidential patient information via e-mail.

### **Email Netiquette:**

- When you send an email to your instructor, teaching assistant, or classmates, you should: Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them. Avoid HTML in favor of plain text.
- Sign your message with your name and return e-mail address. Think before you send the e-mail to more than one person.

## Base Schedule (Subject to Changes)

\*See detailed daily schedule for more information

Date	Topic	Work/Items Due
1/16	No Class - MLK	
1/18	Introduction and Prep What Does a SM Do	
1/23	What Does a SM Do? ( <b>class ends at 11:30am</b> )	
1/25	Communication Techniques	Journal "What Does a SM Do" due on BB @10:30a
1/30	Document Design	
2/1	Class Today will at the Town Hall Attendance required and will be taken	Journal Communication Mod due on BB @10:30a
2/6	Excel Tutorial	
2/8	Excel Tutorial	Journal in Doc Design Mod due on BB @10:30a
2/13	Preproduction	<i>*You need to have your Pipeline script read</i>
2/15	Preproduction ( <b>class ends at 11:30am</b> )	Calendar Re-creation Due in class & BB @ 10:30a
2/20	Preproduction	
2/22	Prompt Book ( <b>KCACTF</b> )	
2/27	No Class ( <b>KCACTF</b> )	
3/1	No Class ( <b>KCACTF</b> )	
3/7	The Rehearsal Process	Prod Anal & Char Bkdwn due class & BB @10:30a
3/9	The Rehearsal Process	Journal "Preparing for Reh" due on BB @10:30a
3/14	Spring Break No Class	
3/16	Spring Break No Class	
3/21	The Rehearsal Process	What Have You Learned Part I due on BB @10:30a
3/23	Blocking	2 <sup>nd</sup> Journal in the Reh Mod due on BB @10:30a
3/28	Blocking Activity	Blocking Page due in Class and on BB @10:30a
3/30	Technical Rehearsal	Corrected Blocking Pages due in Class <i>*if needed</i>
4/4	Technical Rehearsal	Journal in Tech Reh Mod due on BB @10:30a
4/6	Cueing	Blocking of Pipeline due in class @10:30a
4/11	Cueing In Class Cue List Activity	
4/13	Cueing Script Placement	Initial cue list due in class and on BB @10:30a
4/18	Calling Activity	
4/20	Calling Activity	FnI Cue List, Script & Ready to Call in class @10:30a
4/25	Preview, Opening	Deck Run Sheets Due in class & on BB @10:30a
4/27	Closing and Touring	Journal "Anything But Routine" due on BB @10:30a
5/2	BACK UP DAY	Journal SM Podcast due on BB @10:30a
5/4	BACK UP DAY	What Have You Learned Part II? Due on BB @10:30a Final Binders due in Class @10:30a