

**Location:** D180 Fox Fine Arts

**Time:** 12-1:20 MW

**Instructor:** Carolyn Cubit-Tsutsui

**Email:** cacubittsutsui@utep.edu

**Office Phone:** 747-8026

**Office:** Fox Fine Arts D179

**Hours:** MWF 9:30am – 10:30am or BY APPOINTMENT. I am not in on Tuesday or Thursday.

**Communication:**

EMAIL: Feel free to email me at any time. I will respond to all emails between 9am – 2pm MWF

PHONE: You can always call and leave a message on my office phone. I will return it as soon as possible on MWF.

OFFICE: I always prefer face-to-face meetings. If you are having any problems with class, homework, or anything else, please come see me in my office so we can work it out.

**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.

**Goals of the Course**

1. Students will learn what it means to be a stage manager, along with the tasks involved with the job.
2. Students will study the job from getting the job to close and tour of the show.
3. We will look at the role of the stage manager in different types of theatre: profit, non-profit, educational and community.
4. Students will also learn the role of the stage manager in other performing arts such as dance, opera, industrials and corporate work.

**Overview of Assignments**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| 1. Various paperwork assignments     | 4. Final Exam                     |
| 2. Stage Management reflective paper | 5. Pop Quizzes                    |
| 3. Mid-term Exam                     | 6. Possible In class presentation |

**Required Reading and Electronic Materials**

1. ½" Binder with plastic slip cover on front – Create a cover page with show name and your name
2. Text Book – *The Back Stage Guide to Stage Management* 3<sup>rd</sup> Edition by Thomas A Kelly
3. Active UTEP email account and access to Blackboard – class relies heavily on Blackboard.
4. Microsoft Office – Word and Excel
5. Ability to print out documents
6. Adobe Reader - <http://get.adobe.com/reader/>

**Grading**

*Attendance and tardiness will affect your grade – see Instructor Expectations.*

The class is on a point system – at this time you can earn up to 900 points. This may change and as the semester progresses I will send a chart with what you need to earn an A, B, C etc.

***Please Note: Be sure to save ALL graded work and verify your grade periodically throughout the semester. Errors in your grade can be corrected if you can provide your graded work.***

## 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
  - The only excused absences in class is an official University activity, such as traveling with a team or work on a production in which proper documentation is provided with a minimum of 10 days notice.
  - All other absences are not “excused” but must be explained to the instructor and supported with documentation. In case of unavoidable absences from class because of illness, death in the family, or other emergency, the student should notify the instructor immediately and present appropriate verification upon return. Without appropriate documentation, the absences will be considered “unavoidable.” Arrangements to complete assignments missed because of an unavoidable absence should be made with the instructor.
  - **Excess absences (3 or more) will result in the grade for the course being lowered one full grade.** Class absences before and after vacations are treated like any other absence during the semester and will be counted as part of the excessive absence total.
  - **A series of lateness’s may also be counted as absences (2 tardiness = 1 absence).**
- Completion of assignment
  - Assignments are due at the beginning of class
  - Assignments will be accepted with minimum penalty if received by the time I go home on the due date if turned in with an excuse, real or imaginary, that elicits sympathy or, even better, makes me laugh.
  - Assignments turned in late will be docked one letter grade for every day.
- Exceptions to the rule
  - Please review your schedule with the dates that assignments are due. If you anticipate serious conflicts during the semester, you may negotiate to turn in assignments late with no penalty. The negotiation must be done at least TWO weeks in advance of the due date for the assignment. The negotiation will take place by EMAIL on BLACKBOARD only. The better prepared you are for the negotiation, the more likely the negotiation will turn out favorably for you.
  - Tests, Quizzes and Final Paper, are non negotiable.

## 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

## 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.

## 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.

<u>Date</u>	<u>Topic</u>	<u>Due</u>
Week 1 Jan 16 & 18	<b>No Class Jan 16</b> Introduction/My Background What Does a SM Do	
Week 2 Jan 23 & 25	What Does a SM Do/ Communication Principles of Document Design	
Week 3 Jan 30 & Feb 1	Learn Excel (Class Meets in Computer Lab)	
Week 4 Feb 6 & 8	Preproduction	<b>Quiz</b> - Problem Solving – Mon Feb 6
Week 5 Feb 13 & 15	Preproduction	Production Calendar Due Mon Feb 13
Week 6 Feb 20 & 22	Prompt Book <b>No Class Feb 20</b>	Script Analysis Due Wed Feb 22 Char/Scene Breakdown Due Wed Feb 22 Audition Paperwork Due Wed Feb 22
Week 7 ( <b>ACTF</b> ) Feb 27 & Mar 1	Prompt Book The First Rehearsal	<b>Quiz</b> - Preproduction - Mon Feb 27 <b>Quiz</b> - Problem Solving – Wed Mar 1 Prop List Due Wed Mar 1
Week 8 ( <b>USITT</b> ) Mar 6 & 8	The First Rehearsal The Rehearsal Period	Contact Sheet Mon Mar 6 Blocking Page Due Wed Mar 8 <b>Quiz</b> - Problem Solving – Wed Mar 8
Week 9 Mar 13 & 15	<b>SPRING BREAK – NO CLASSES</b>	
Week 10 Mar 20 & 22	The Rehearsal Period	<b>Quiz</b> - Problem Solving – Mon Mar 20
Week 11 Mar 27 & 29	The Rehearsal Period Blocking	Rehearsal Report Form Due Wed Mar 29 Sign In Sheets Due Wed Mar 29 <b>Quiz</b> – Rehearsal – Wed Mar 29
Week 12 Apr 3 & 5	Load – In and Tech	Weekly and Daily Due Mon Apr 3 Fitting Schedule Due Mon Apr 3 <b>Quiz</b> – Blocking Wed Apr 5
Week 13 Apr 10 & 12	Cueing The Script	<b>Quiz</b> – Problem Solving – Mon Apr 10 <b>Quiz</b> – Load in – Wed Apr 12 Blocking Due Wed Apr 12
Week 14 Apr 17 & 19	Cueing The Script Calling The Show - Software	
Week 15 Apr 24 & 26	Calling the Show - Software Preview and Opening Maintaining and Running a Show	Tech Cues Due Wed Apr 26
Week 16 May 1 & 3	Closing and Touring Opera and Dance/Non Theatre	<b>Quiz</b> – Running a Show – Mon May 1 Paper Due Mon May 1 Take Home Final Due Mon May 8 by 10am