

Eastern Illinois University
New Course Proposal
THA 3350, Stage Management

Agenda Item #15-82 Effective Fall 2015 Revised, Effective Fall 2016

Banner/Catalog Information (Coversheet)

1. New Course or Revision of Existing Course
2. Course prefix and number: THA 3350
3. Short title: Stage Management
4. Long title: Stage Management
5. Hours per week: 3 Class 3 Lab 3 Credit
6. Terms: Fall Spring Summer On demand
7. Initial term: Fall Spring Summer Year: 2015
8. Catalog course description: A hands-on introduction to the basic techniques of Stage Management for the theatre. Students in the course will be involved with an actual production from pre-production, through rehearsal and performance, to strike and evaluation.
9. Course attributes:
General education component: N/A
 Cultural diversity Honors Writing centered Writing intensive Writing active
10. Instructional delivery
Type of Course:
 Lecture Lab Lecture/lab combined Independent study/research
 Internship Performance Practicum/clinical Other, specify: _____
Mode(s) of Delivery:
 Face to Face Online Study Abroad
 Hybrid, specify approximate amount of on-line and face-to-face instruction _____
11. Course(s) to be deleted from the catalog once this course is approved. None
12. Equivalent course(s): None
 - a. Are students allowed to take equivalent course(s) for credit? Yes No
13. Prerequisite(s): ENG 1001, ENG 1002, THA 2210, THA 2211, THA 2244, THA 2258
 - a. Can prerequisite be taken concurrently? Yes No
 - b. Minimum grade required for the prerequisite course(s)? C
 - c. Use Banner coding to enforce prerequisite course(s)? Yes No

d. Who may waive prerequisite(s)?

No one Chair Instructor Advisor Other (specify)

14. Co-requisite(s): None

15. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course: All

b. Degrees, colleges, majors, levels, classes which may not take the course: None

16. Repeat status: May not be repeated May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor:

18. Grading methods: Standard CR/NC Audit ABC/NC

19. Special grading provisions:

Grade for course will not count in a student's grade point average.

Grade for course will not count in hours toward graduation.

Grade for course will be removed from GPA if student already has credit for or is registered in:

Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: _____

20. Additional costs to students:

Supplemental Materials or Software N/A

Course Fee No Yes, Explain if yes _____

21. Community college transfer:

A community college course may be judged equivalent.

A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part I)

1. Course is required for the major(s) of _____

Course is required for the minor(s) of _____

Course is required for the certificate program(s) of _____

Course is used as an elective

2. Rationale for proposal: The practice of Stage Management has always been a component of Theatre. It has gained popularity since 1900 to the point where Stage Management has become a desired job in its own right. (Some universities offer a BFA or MFA degree in Stage Management.) Eastern's Department of Theatre Arts has recognized the importance of the Stage Management position, but students interested in the study of Stage Management have had to do an Independent Study course. Thus this course is proposed in an effort to make permanent instruction to fulfill a definite need, to provide greater flexibility to our students in their career options, and to further our efforts to modernize our curriculum.

3. Justifications for (answer N/A if not applicable)

Similarity to other courses: N/A

Prerequisites: Due to the specific nature of this course's content, certain classes serve as pre-requisites. Because of the writing component within this course, ENG 1001 and 1002 are required. The other pre-requisites are housed in the THA discipline. Since the stage manager serves as a liaison between the director, the designers, and the actors, it seems appropriate that the stage manager has taken the courses that would make this collaboration and communication easier. Therefore the pre-requisites of THA 2210 (Costuming), 2211 (Stagecraft), 2244 (Acting) and 2258 (Script Analysis) are designated.

Co-requisites: N/A

Enrollment restrictions: N/A

Writing active, intensive, centered: N/A

2. General education assurances (answer N/A if not applicable)

General education component: N/A

Curriculum: N/A

Instruction: N/A

Assessment: N/A

3. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)

Online or hybrid delivery justification: N/A

Instruction: N/A

Integrity: N/A

Interaction: N/A

Model Syllabus (Part II)

Please include the following information:

1. Course number and title – THA 3350 – Stage Management
2. Catalog description - A hands-on introduction to the basic techniques of Stage Management for the theatre. Students in the course will be involved with an actual production from pre-production, through rehearsal and performance, to strike and evaluation.
3. Learning objectives. – Upon successful completion of this course, the student will:
 1. To prepare for a wide range of theatrical situations through theory and practice. (University Learning Goals: CT-1 through 6; WR-1 through 7; SL-1 through 7; RC 1, 3 and 4)
 2. To develop skills in communicating to all members of the production team. (University Learning Goals: CT-1 through 6; WR-1 through 7; SL-1 through 7; RC 1, 3 and 4)
 3. To sharpen critiquing skills in self-evaluation and the work of others. (University Learning Goals: CT-1 through 6; WR-1 through 7; SL-1 through 7; RC 1, 3 and 4)
 4. To acquire and demonstrate stage management skills. (University Learning Goals: CT-1 through 6; WR-1 through 7; RC 3 and 4)
 5. To identify the components of a good prompt book. (University Learning Goals: CT-1 through 6; WR-1 through 7; SL-1 through 7; RC 1, 3 and 4)

4. Course materials. – Possible textbooks include:

Kelly, Thomas A. *The Back Stage Guide to Stage Management, 3E*. New York: Back Stage Books, 2009. Print.

Kincman, Laurie. *The Stage Manager's Toolkit: Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Final Performance*. Waltham, MA: Focal Press, 2013. Print.

Stern, Lawrence and O'Grady, Alice R. *Stage Management, 10E*. Upper Saddle River, NJ: Pearson, 2012. Print.

5. Weekly outline of content. -

WEEK 1 – A History of Stage Management/Assigning Assistant Stage Managers/
Preliminary Expectations

WEEK 2 – Pre-Production

WEEK 3 – Rehearsal Reports and Procedures/The Stage Manager's Kit

WEEK 4 – Creating the Prompt Book

WEEK 5 – Running the Production Meeting/Communicating with Designers

WEEK 6 – Performance Procedures/Communicating with Actors

WEEK 7 – Publicity/Playbill and Lobby Displays/Determining Final Project

WEEK 8 – Standardization Criteria/The Director-Stage Manager Relationship

WEEK 9 – Calling the Musical or Dance Concert

WEEK 10 – Assistant Stage Managers

WEEK 11 – Choosing a Season

WEEK 12 – Show Integrity: Keeping it together

WEEK 13 – Unions

WEEK 14 – Difficult Situations: how do I deal with...?

WEEK 15 – Final Projects Presented

WEEK 16 - Final Exam

6. Assignments and evaluation, including weights for final course grade.

Prompt Book – 25%

Practical (ASMin) – 40%

Critique/Evaluations – 15%

Test – 10%

Final Project – 10%

7. Grading scale.

90-100% A

80-89% B

70-79% C

60-69% D

below 60% F

8. Correlation of learning objectives to assignments and evaluation.

	Prompt Book – 25%	Practical (ASMin) – 40%	Critique/Evaluations – 15%	Test – 10%	Final Project – 10%
1. To prepare for a wide range of theatrical situations through theory and practice.	X	X	X	X	X
2. To develop skills in communicating to all members of the production team.		X	X	X	X
3. To sharpen critiquing skills in self-evaluation and the work of others.	X	X	X	X	X
4. To acquire and demonstrate stage management skills.	X	X	X	X	X

5. To identify the components of a good prompt book.	X	X	X	X	
--	---	---	---	---	--

Date approved by the department or school: Jan. 28, 2015

Date approved by the college curriculum committee: Feb. 18, 2015

Date approved by the Honors Council (*if this is an honors course*):

Date approved by CAA: March 12, 2015 **CGS:** Not Applicable.