

APPLICATION FOR NEW COURSE

MAR 26 2007

October 17, 2006

OFFICE OF THE SENATE COUNCIL

1. Submitted by College of Fine Arts Date October 17, 2006
Department/Division offering course Theatre

2. Proposed designation and Bulletin description of this course

a. Prefix and Number TA 275 b. Title* Stage Management

*NOTE: If the title is longer than 24 characters (including spaces), write
A sensible title (not exceeding 24 characters) for use on transcripts

c. Lecture/Discussion hours per week 2 d. Laboratory hours per week 4

e. Studio hours per week _____ f. Credits 3

g. Course description

This lecture-studio course explores the role and responsibilities of the stage manager in academic, community, regional,
and professional theatre settings.

h. Prerequisites (if any)

TA 115 and TA 260

i. May be repeated to a maximum of _____ (if applicable)

To be cross-listed as

Prefix and Number

Signature, Chairman, cross-listing department

5. Effective Date Fall 2007 (semester and year)

6. Course to be offered Fall Spring Summer

7. Will the course be offered each year? Yes No
(Explain if not annually)

8. Why is this course needed?

This course was occasionally taught as a topics course. This dedicated course allows students to gain knowledge, experience,
and practice in the field of stage management by working with professionals in the region.

9. a. By whom will the course be taught? Existing faculty and professional stage managers

b. Are facilities for teaching the course now available? Yes No
If not, what plans have been made for providing them?

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10. What enrollment may be reasonably anticipated? 16

11. Will this course serve students in the Department primarily? Yes No

Will it be of service to a significant number of students outside the Department?
If so, explain. Yes No

Will the course serve as a University Studies Program course? Yes No

If yes, under what Area? _____

12. Check the category most applicable to this course

traditional; offered in corresponding departments elsewhere;

relatively new, now being widely established

not yet to be found in many (or any) other universities

13. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky? Yes No

14. Is this course part of a proposed new program: Yes No
If yes, which? _____

15. Will adding this course change the degree requirements in one or more programs? Yes No
If yes, explain the change(s) below

This course is an elective for the B.A. in Theatre degree.

16. Attach a list of the major teaching objectives of the proposed course and outline and/or reference list to be used.

17. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted. Check here if 100-200.

18. If the course is 400G or 500 level, include syllabi or course statement showing differentiation for undergraduate and graduate students in assignments, grading criteria, and grading scales. Check here if 400G-500.

19. Within the Department, who should be contacted for further information about the proposed course?

Name Tony Hardin Phone Extension 7-9250

*NOTE: Approval of this course will constitute approval of the program change unless other program modifications are proposed.

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Signatures of Approval:

[Handwritten Signature]

Department Chair

[Handwritten Signature]

Dean of the College

[Handwritten Signature]

*Undergraduate Council

*University Studies

*Graduate Council

*Academic Council for the Medical Center

*Senate Council (Chair)

10/1/2006

Date

3/8/07

Date

Date of Notice to the Faculty

3/20/07

Date

Date

Date

Date

Date of Notice to University Senate

*If applicable, as provided by the Rules of the University Senate

ACTION OTHER THAN APPROVAL

THEATRE 275-01
Stage Management
Fall 2008

Instructor: Tony Hardin
Office #: 257-9250
tony.hardin@uky.edu

Office: 116 Fine Arts
Hours: T/R 10:00-12:00pm

Course Description: This lecture-studio course explores the role and responsibilities of the stage manager in academic, community, regional, and professional theatre settings.

Textbook:

Ionazzi, Daniel A. The Stage Management Handbook. Cincinnati: Betterway Books, 1992.

Course Objectives: Upon completion of this course, students will have acquired the skills needed to work as a stage manager on a production in academic, regional, and professional settings. These skills will include:

1. Recognition and demonstration of safety procedures and equipment.
2. Effective communication techniques.
3. Effective organizational and time management skills.
4. Basic managerial and delegation skills that will aid the novice stage manager.

Grading:

	Grade Received	Grade Possible	Total to Date
Project I		100	
Project II		100	
Project III		100	
Project IV		100	
Project V		100	
Project VI		100	
Project VII (Final)		300	
Class Participation		100	
Total		1000pts	

A=900+ B=800+ C=700+ D=600+ F=599-

There will be random chances for **extra credit** throughout the semester. Do not ask about them. They will be presented without warning, if one is missed due to an absence, it is missed. Period.

Attendance: Due to the nature of the material presented, students are expected to attend class. The material cannot be learned through reading the text. Students must notify the instructor in advance if a class is to be missed. If the absence is because of a college sponsored activity, the instructor must have a written excuse in advance. Absences due to illness require that the instructor be notified via e-mail or voice mail as soon as possible. If this procedure is not followed, students absent on days of quizzes and exams will be given half credit for that particular quiz or exam. No make-ups will be given for unexcused absences.

In accordance with the college catalog, a student's grade may be lowered by one letter grade if 10% of the classes are missed (3 classes). In accordance with the college catalog, the grade of 'F' will be assigned when a student has missed 25% of the classes (7 classes). This is regardless of whether the absences were excused or not.

Alcohol and Drug policy: Do not come to class under the influence of, or in possession of alcohol or any illegal substance. Anyone caught doing so will be denied access to class. This would count as an unexcused absence. It may also result in further disciplinary action.

Incompletes: Incompletes will only be given under extreme circumstances. No student who currently has a grade of 'F' will be given an incomplete. Period.

Dress Code: On certain days, we will be getting dirty! Prior warning will be given.

Honor Code: Any material used in class must be noted as to the source or author. Any written work must be pledged. All exams and quizzes must be pledged. Conduct and work in this course will be governed by the Longwood College Honor Code.

Disability Statement: It is the responsibility of any student with a physical or learning disability to communicate with the instructor at, or immediately following, the first class meeting to discuss means of meeting said disability.

Withdrawal policy: A student may withdraw from this course in accordance with the college policy as outlined in the college catalog.

Tentative Class Schedule:

Week 1 Aug. 30	Introduction
Week 2 Sept. 4 & 6	Preparation
Week 3 Sept. 11 & 13	Human Behavior 101

Tentative Class Schedule continued.

Week 4 Sept. 18 & 20	Paper Work
Week 5 Sept. 25 & 27	Auditions
Week 6 Oct. 2 & 4	Production Environment
Week 7 Oct. 9 & 11	Rehearsal Process
Week 8 Oct. 16 & 18	Fall Break-No Class & Discussion w/ A.S.F. Stage Manager
Week 9 Oct. 23 & 25	Blocking
Week 10 Oct. 30 & Nov. 4	Information Distribution
Week 11 Nov. 6 & 8	Technical Rehearsals
Week 12 Nov. 13 & 15	Pre-Performance
Week 13 Nov. 20 & 22	Calling the Show
Week 14 Nov. 27 & 29	Calling the Show continued
Week 15 Dec. 4 & 6	TBA
FINAL EXAM	WEDNESDAY DECEMBER 13 2:00-5:00PM

Selected Bibliography:

Carter, Paul. Backstage Forms. Louisville: Betterway books, 1990.

Cuningham, Glen. Stage Lighting Revealed. Cincinnati: Betterway Books, 1993.

Gillette, J. Michael. Theatrical Design & Production. 4th Ed. London: Mayfield Publishing, 2000.

Stern, Lawrence. Stage Management. 4th Ed. Boston: Allyn and Bacon, 1992.