

Submit originals (including syllabus) and one copy and electronic copy to the Faculty Senate Office  
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

**CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL**  
 Attach a syllabus, except if dropping a course.

**SUBMITTED BY:**

Department	Theatre & Film	College/School	College of Liberal Arts
Prepared by	Carrie Baker	Phone	474-7754
Email Contact	<a href="mailto:ccbaker@alaska.edu">ccbaker@alaska.edu</a>	Faculty Contact	Carrie Baker

**1. COURSE IDENTIFICATION: As the course now exists.**

Dept	THR	Course #	245	No. of Credits	3
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<b>COURSE TITLE</b>	Stage and Film Production Management
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**2. ACTION DESIRED:  Check the changes to be made to the existing course.**

Change Course	<input checked="" type="checkbox"/>	If Change, indicate below what is changing.	Drop Course	<input type="checkbox"/>
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NUMBER		TITLE	<input checked="" type="checkbox"/>	DESCRIPTION	<input checked="" type="checkbox"/>
PREREQUISITES*				FREQUENCY OF OFFERING	

\*Prerequisites will be required before a student is allowed to enroll in the course.

CREDITS (including credit distribution)		COURSE CLASSIFICATION	
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ADD A STACKED LEVEL (400/600) Include syllabi.		Dept.		Course #	
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How will the two course levels differ from each other? How will each be taught at the appropriate level?:

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

ADD NEW CROSS-LISTING		Dept. & No.		Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.
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STOP EXISTING CROSS-LISTING	<input checked="" type="checkbox"/>	Dept. & No.	FLM 245	Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.
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OTHER (specify)	For cross-listing information, please see section #11. This course is only cross-listed in the Theatre course description. The course was dropped from the Film program for the 2013-14 catalog.			
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**3. COURSE FORMAT**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council and the appropriate Faculty Senate curriculum committee. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.

COURSE FORMAT: (check <u>all</u> that apply)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6 weeks to full semester
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OTHER FORMAT (specify all that apply)	
Mode of delivery (specify lecture, field trips, labs, etc.)	

4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found in Chapter 12 of the curriculum manual. If justification is needed, attach separate sheet.)

H = Humanities	<input checked="" type="checkbox"/>	S = Social Sciences	<input type="checkbox"/>
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Will this course be used to fulfill a requirement for the baccalaureate core?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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IF YES\*, check which core requirements it could be used to fulfill:

O = Oral Intensive, *Format 6 also submitted	<input type="checkbox"/>	W = Writing Intensive, *Format 7 submitted	<input type="checkbox"/>	X = Baccalaureate Core	<input type="checkbox"/>
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- 4.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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5. **COURSE REPEATABILITY:**

Is this course repeatable for credit?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

6. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made. (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

Example of a complete description:

~~PS F450 Comparative Aboriginal~~ Indigenous Rights and Policies (s)  
3 Credits

Offered As Demand Warrants

~~Case-study Comparative approach in assessing Aboriginal to analyzing Indigenous rights and policies in different nation-state systems. Seven Aboriginal situations Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)~~

~~THR F245 Stage and Film Production Management (h)~~

3 Credits

~~Define and develop organizational skills to be a successful stage or film production manager. Creation of a prompt script including all forms and schedules necessary, working with actors, directors and designers. Creation of film production schedules, call sheets, shooting scripts, location management, and union requirements. Cross-listed with FLM F245. This course will expose students to the multi-faceted job of the stage manager in theatrical productions with an emphasis on his/her role in the collaborative process. Students will learn to perform the duties, responsibilities and procedures of stage managers from pre- to post-production, as well as industry-standard vocabulary, proficiently. Students are expected to participate in, and will be evaluated on, classroom discussions and activities. (3+0)~~

7. **COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:**

THR F245 Stage Management (h)

3 Credits

This course will expose students to the multi-faceted job of the stage manager in theatrical productions with an emphasis on his/her role in the collaborative process. Students will learn to perform the duties, responsibilities and procedures of stage managers from pre- to post-production, as well as industry-standard vocabulary, proficiently. Students are expected to participate in, and will be evaluated on, classroom discussions and activities. (3+0)

8. **GRADING SYSTEM:** Specify only one.

LETTER:	<input checked="" type="checkbox"/>	PASS/FAIL:	<input type="checkbox"/>
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9. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

No impact. For years, we have been lacking a faculty member qualified to teach this course. Starting this academic year, we have a new faculty member, Brian Cook, who will regularly teach this course.
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10. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	As a new faculty member, Brian Cook is currently supplying the library with a list of books to order. Each new faculty member has \$500 allocated from the library to develop the collection. He will be using these funds to make sure the library has books appropriate for coursework in all his classes.
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11. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

This course is only cross-listed in the Theatre course description. The course was dropped from the Film program for the 2013-14 catalog. So, the class no longer exists within the Film Program (Maya Salganek, Director of the Film Program, has signed the end of this form to confirm this).
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12. **POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

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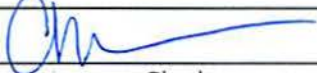
13. **JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is NOT compromised as a result.

This course THR 245 used to be titled "Stage Management" and focused solely on that topic. We then lost the Theatre faculty member who taught this course and it has not been able to be offered in that original format ever since. As we developed the Film major within the Department of Theatre & Film, we added film production management content to the course. The course focused on both stage management and film production management. Because of development of the Film B.A., film content from THR 245 has now been moved to FLM 172 Pre-visualization and Preproduction for Digital Cinema. Therefore, we would like to return the THR 245 course to its original format of focusing solely on stage management.
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Most importantly, we have a new faculty hire (Brian Cook) who has stage managed professionally and considers stage management to be one of his areas of expertise; his expertise in this area was one of the reasons we hired him. We expect this course to fill a great need for trained stage managers in our department and the greater Fairbanks performing arts community.
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**APPROVALS:** (Additional signature blocks may be added as necessary.)

	Date	9/9/13
Signature, Chair, Program/Department of:	Carrie Baker, Chair, Theatre & Film	

See below	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		


Offerings above the level of approved programs must be approved in advance by the Provost:

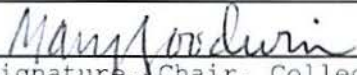
	Date	
Signature of Provost (if applicable)		

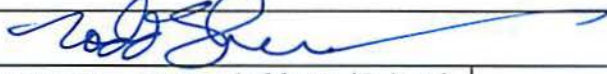
**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.**

	Date	
Signature, Chair Faculty Senate Review Committee:	<input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC <input type="checkbox"/> Core Review <input type="checkbox"/> SADAC	

**ADDITIONAL SIGNATURES:** (As needed for cross-listing and/or stacking; add more blocks as necessary.)

	Date	9/9/13
Signature, Chair, Program/Department of:	Carrie Baker, Chair, Theatre & Film Maya Salganek, Director of Film Program	

	Date	10-3-13
Signature, Chair, College/School Curriculum Council for:	CLA	

	Date	10/4/13
Signature, Dean, College/School of:	CLA	

Note: If removing a cross-listing, attach copy of email or memo to indicate mutual agreement of this action by the affected department(s). If degree programs are affected, a Format 5 program change form must also be submitted.

## THR 245 Stage Management

Location: FAC - Theatre 101 (Green Room)

Credits: 3.0

Time: T/Th 9:45-11:15 a.m.

Instructor: Dr. Brian Cook

Office: FAC – Theatre 104

Email: [bcook25@alaska.edu](mailto:bcook25@alaska.edu)

Office Hours: T/Th 11:15 a.m. - noon or by appt.

Office phone: (907) 474-5253

### Course readings

Required:

Fazio, Larry. *Stage Manager: The Professional Experience*. Boston: Focal Press, 2000.

Plus additional required readings provided by instructor.

### Course Description

This course will expose students to the multi-faceted job of the stage manager in theatrical productions with an emphasis on his/her role in the collaborative process. Students will learn to perform the duties, responsibilities and procedures of stage managers from pre- to post-production, as well as industry-standard vocabulary, proficiently. Students are expected to participate in, and will be evaluated on, classroom discussions and activities.

### Course Goals

Throughout this course, students will:

- Define and learn the role and responsibilities of stage managers in live performance
- Develop methods and terminology to communicate effectively with artists and technicians in the performing arts
- Develop managerial skills in order to supervise and manage production personnel.
- Learn to display a professional attitude when performing stage management activities
- Participate in laboratory activities to reinforce classroom material and enhance understandings of the stage management process

### Student Outcomes

After this course, students will be able to:

- Recognize and demonstrate proper stage management procedures for UAF Theatre productions
- Posses specific skills necessary to obtain jobs as stage managers in any theatre organization
- Analyze a script for production
- Document a full production by assembling a prompt book with all necessary paperwork for an assigned production, including production calendars, cast lists, rehearsal schedules, company rules, production plots and production budgets

### Instructional methods

1. This course is a studio course, and students will both learn and demonstrate stage management skills in the classroom.
2. Information will be provided by readings, lectures, and in-class discussions.
3. Students will undertake a variety of hands-on exercises in stage management practices throughout the term.

4. Students should be prepared to utilize various online technologies, including Blackboard and (possibly) Facebook for this course.

**Course Calendar (subject to change and revision)**

Th Sept. 5 – Syllabus / What does a stage manager do? / Qualities of a good SM /  
History of Stage Management  
ASSIGN: SM website exercise

T Sept. 10 – Working with other people / SM websites  
READ: Chapter 7 (break into pieces)  
DUE: SM website exercise  
ASSIGN: Hypothetical toolbox

Th Sept. 12 – Safety / SM Toolbox  
READ: Chapter 5, p. 35-43  
DUE: Hypothetical toolbox assignment

T Sept. 17 – MEET IN SALISBURY THEATRE - Groundplans and floor taping exercise  
READ: Groundplans, p. 54-62; Taping, p. 127-129  
ASSIGN: Plays for Prompt Book

Th Sept. 19 – MEET IN SCENE SHOP - Scene shop tour

T Sept. 24 - Discussion of plays for SM book  
READ: Your play  
ASSIGN: Prompt Book

Th Sept. 26 – MEET IN GREAT HALL - Booth tutorial

T Oct. 1 – Production Meetings  
READ: Chapter 9, p. 120-132

Th. Oct. 3 - Production Meeting exercise

T Oct. 8 – Auditions  
READ: Chapter 8, p. 104-119

Th Oct. 10 – Script Analysis / Prompt Book  
READ: Chapter 6, p. 44-52

T Oct. 15 – Rehearsal Management  
READ: p. 52-54 and Chapter 10, p. 133-144

Th Oct. 17 – Lists / Props Management  
READ: p. 63-74

T Oct. 22 – Blocking (ch 11) /“On Book”/Calling for Line  
READ: Chapter 11, p. 145-166

Th Oct. 24 –Blocking notation exercise/Line note exercise (Possibly in Lab Theatre)  
DUE: Prompt Book Copy of your script

**Homework: Rehearsal notes (due via email, in response to my email)**

T Oct. 29 – Putting in Cues (Possibly in Lab Theatre)  
READ: p. 176-201

Th Oct. 31 – Tech week (Possibly in Lab Theatre)  
READ: p. 202-224

T Nov. 5 – How to Call a Show  
Th Nov. 7 – Brian at ASTR (no class)

**Homework: Performance notes (due via email, in response to my email)**

T Nov. 12 – MEET IN GREAT HALL: Calling a Show (exercise)  
**Practicum Exercise**

Th Nov. 14 – MEET IN GREAT HALL: Calling a show (exercise)  
**Practicum Exercise**

T Nov. 19 – Running a show (sign-in sheets, actor calls, pre-show checks, etc.)  
READ: Ch. 15/16 (break into pieces)  
Costume Shop tour

Th Nov. 21 - Touring (maybe a Skype session with Anna K.)  
READ: Ch. 17, p. 252-270

T Nov. 26 – Suggestions on working with assistants  
Th Nov. 28 – Thanksgiving – No Class

T Dec. 3 – Box Office Management / House Management  
READ: Posted on Blackboard

Th. Dec. 5 – Company Management / Production Management  
READ: Posted on Blackboard

T Dec. 10 Finding a job  
READ: Chapter 4, p. 25-34  
ASSIGN: Resume

Th Dec. 12 What to do when you're not at UAF – solving problems in other spaces  
**DUE: Resume**

FINAL EXAM – Th. Dec. 19 – 8 a.m.

### **Course policies**

**Participation:** Students are expected to read the material assigned for each day's class and to fully participate in class discussions. The instructor reserves the right to conduct pop quizzes or to assign written papers if students regularly fail to complete reading assignments. Students will receive up to 3 points per day for full participation (and only partial points for partial participation) in the 27 course days, for a total of 81 points.

**Policy on late work:** Any work turned in after the due date will be accepted for up to five days after the due date, but will be marked down 15% of the original total each day beyond the due date. (For example, if an assignment is worth 100 points, on the first day after the due date, it will be worth a maximum of 85 points, etc.)



**Policy on missed in-class assignments:** If a student is not in attendance on a day where an in-class assignment is completed, he or she will receive no credit for that assignment. These cannot be made up.

**Attendance:** Mandatory. However, students are allowed a total of *two absences* with no penalty. These absences do not need to be pre-approved and may be used for any reason, including sickness, leaving early for a trip, other needs. But note: *for every absence over two, the student's final grade will be lowered by one-third of a letter grade (i.e. A to A- or B+ to B).* Exceptions to this policy will be made in the case of a legitimate family emergency or medical absence. What qualifies as a legitimate absence will be determined by the instructor on a case-by-case basis, and students will be asked to demonstrate solid proof (i.e. – doctor's note). Tardiness is also unacceptable; 3 tardies will equal one absence for attendance-tracking purposes.

**Policy on in-class technology:** This is a lab-based class, and is based around group discussion and activities. Laptops, tablets and cell phones will merely distract students from participating in these activities, and are therefore not permitted.

**Academic Honesty (from page 52 of the UAF 2013 -14 Course Catalog):** Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses, and other reports.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the dean of students or visit [www.alaska.edu/bor/](http://www.alaska.edu/bor/).

## **Grading and Evaluation**

Students will be evaluated on the following assignments:

- Participation – 81 points (27%)
- In-Class Projects – 49 points (16%)
- Resume – 10 points (3%)
- Hypothetical Toolbox - 10 points (3%)
- Show Calling Practicum – 50 points (17%)
- Final Prompt Book - 100 points (33%)
- **Total: 300 points**

**Grades for all assignments are absolute, and are not subject to a curve.**



Final grades will be based on the number of points acquired and the following scale:

**Grading Scale**

300-282 = A	231-221 = C
281-270 = A-	220-210 = C- *
269-262 = B+	209-180 = D
261-250 = B	and below = F
249-240 = B-	* Theatre majors must receive at least a C-grade (210 points) to pass this course.
239-232 = C+	

**In-Class Projects (49 pts):**

Specific assignment sheets will be provided prior to each exercise.

- Production Meeting exercise 5 pts.
- Floor taping exercise 4 pts.
- Blocking notation exercise 10 pts.
- Line notation exercise 10 pts.
- Rehearsal notes exercise 10 pts.
- Performance notes exercise 10 pts.

**SM Prompt Book (100 pts)**

Students will assemble a stage manager's prompt book over the course of the term by doing assignments for a mock production one of the following plays:

- *Proof*
- *Doubt*
- *Closer*
- *The Odd Couple*
- *Suburbia*
- *The Glass Menagerie*
- *Raised in Captivity*

Prompt books should include the following:

- Contact sheet
- Production calendar
- Character breakdown (by scene/act/French scene – whatever makes sense to you)
- Props list
- Groundplan
- Script with blocking notation and cues
- Line notation forms
- Rehearsal notes
- Performance reports
- Pre-show checklists

Some elements will be completed as in-class exercises; others will be completed by students outside of class time after receiving in-class tutorials.

**Support Services**

UAF Student Support Services office is located in 514 Gruening Building, phone number 474-6844, website: <http://www.uaf.edu/sss> and e-mail: [trio.sss@uaf.edu](mailto:trio.sss@uaf.edu)

The UAF Writing Center is in 801 Gruening Building, phone number 474-5314, website: <http://www.uaf.edu/english/writingcenter>

## **Disability Services**

The Office of Disability Services (208 WHITAKER BLDG, 474-5655) implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. I will work with Disabilities Services to provide reasonable accommodation to students with disabilities.