

ARIZONA WESTERN COLLEGE
SYLLABUS

THE 110 STAGE MANAGEMENT

Credit Hours: 3 Lecture 2 Lab 2COURSE DESCRIPTION

Techniques, communication, methodology, resources, practices, and technical training for the stage manager: this course will introduce the principles and practices of theatrical stage management. Industry-standard vocabulary will be taught and used with proficiency. The course is intended to accommodate special interests and needs in use and development of local staging facilities.

1. COURSE GOAL

The course's purpose is the development and understanding of best practices, communication skills, and effective organization tools for stage management.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 define the major phases of a production and the role of the stage manager and assistant stage manager within each phase.
- 2.2 define, analyze, and demonstrate knowledge of the role and responsibilities of the stage manager in live performance.
- 2.3 develop methods and terminology to communicate effectively with artists and technicians in the performing arts.
- 2.4 create a prompt book and all related paperwork for an assigned script.
- 2.5 participate in laboratory activities to reinforce classroom material and enhance the understanding of the stage management process.
- 2.6 display a professional attitude and behavior in all stage management activities.

3. METHODS OF INSTRUCTION

- 3.1 Lectures
- 3.2 In-class exercises
- 3.3 Supplementary videos pertaining to safety and best practices
- 3.4 Creation of a prompt book and all related paperwork for an assigned script
- 3.5 Participation in laboratory activities to reinforce classroom materials and enhance the understanding of the stage management process

4. LEARNING ACTIVITIES

- 4.1 Develop exemplary paperwork and integrate it into an online callboard and prompt book.
 - 4.2 Operate the lighting board for a production
 - 4.3 Develop a stage manager's kit
 - 4.4 Assist with and participate in a production
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5. EVALUATION

- 5.1 Grades will earned by an assortment of learning activities, exams, assignments, and participation.
- 5.2 Please see the class schedule and assignment sheet for more information.

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
 - 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
 - 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment, call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
 - 6.4 Academic Integrity: any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes,” plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
 - 6.5 Texts and Notebooks: students are required to obtain the class materials for the course.
 - 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course
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