

A - New Course Proposal V. 7.2022 : Entry # 3013**DEAN Decision**

Approved

Date

09/18/2023

Is this course intracollegiate or intercollegiate?

Intracollegiate

Begin Form**Today's Date**

09/16/2023

Your Name:

Caitlyn Baldwin

Your Email:cbaldwi1@highpoint.edu**Are you a Department Chair?**

No

Department Chair Name

Doug Brown

Email address of your Department Chairdbrown@highpoint.edu**By checking below, I certify that my department chair has seen and approved the new course that I am proposing.**

Yes

Please select the appropriate school overseeing this proposal:

Arts & Design

Which semester is this course to be taught for the first time?

Fall 2024

Information for the Registrar**Choose the department designator from the list below.**

THE

A - New Course Proposal V. 7.2022 : Entry # 3013**Proposed Course Number?**

2890

Is this course cross listed?

No

Does this course replace a current course?

No

What is the title of the new course?

Stage Management

Write the catalog description of your proposed course:

This course will prepare students for the multi-faceted job of the stage manager in theatrical and dance 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 through each phase of the production process. Using industry standard practices, students will explore the management and running of various productions through in class exercises, discussions, and production assignments.

How many credit hours will this course be?

2

How will the course be graded?

Letter grade

Please select the course repeat option for this course:

Not repeatable for credit

What is the offering cycle for this course?

Alternate years

Does your course have any prerequisites?

No

Is this new course being proposed because of a new or revised major or minor proposal?

Theater Major, Minor, Fall 2023, Jay Putnam

Gen Ed and Academic Programs**Is this course part of Gen Ed?**

- No

Does this course count towards a major or a minor?

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Yes

Please list the Major / Minor and if it is Required or Elective

THE Major/Minor Required/Elective

Is this course part of an academic program?

- This course does not fulfill academic program requirements

Does this course include any community engagement?

No

Does this course participate in the GoGlobal Program?

No

Information for Curriculum Review**Rationale and evidence for new course's consistency with departmental mission:**

Our mission states that our students learn by doing and as such, we have created several new course offerings in technical theater designed to do just that—provide ample opportunity for students to practice theoretical frameworks and work at advanced levels in the craft.

Stage Management provides the foundation for the successful running of a production. All of our HPU Theater and Dance productions are run by student stage managers and currently we do not have a course in place to build the necessary skills of stage management. This course is designed to scaffold students both as assistant stage managers and experienced stage managers. Students will learn collaborative communication strategies, organizational tools and proper calling of a staged production. Students will be well prepared to serve as a departmental stage manager and find work outside of HPU in stage management upon successful completion of the course.

List all student learning outcomes for this course.

Student Learning Objectives:

By the end of this course, the student will be able to:

- Define the role of the stage manager at each phase of the production process with an understanding of managerial tasks and conflict resolution
- Generate all necessary stage management documents including but not limited to Blocking Scripts, Promptbook and tracking sheets
- Understand procedures for calling a show including pre and post show duties
- Develop methods and terminology to communicate effectively with directors, cast crew and members of the production team in the performing arts
- Understand the working relationship between stage managers, cast, crew, directors and members of the production team
- Learn to display a professional attitude when performing stage management activities

List any units or content areas that will be required for all sections of this course.

- Role of the Stage Management team in production process
- Effective Communication/Management Skills & Working with a Team
- Pre-Production (Auditions, Paperwork, The Rehearsal Space, First Rehearsal)
- Rehearsal Procedures

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- Tracking Props and Scene Shifts
- Technical Rehearsal Management & Calling the Show
- Emergency Procedures and Preparedness

List any assignments, tests, or other assessments that will be required for all sections of this course.

•Production Calendar Draft

Working backwards from opening night, generate a schedule for a “production”. Use the information on pages 33-35 of the text as a reference for the kinds of events for which to plan. Your calendar should begin at auditions and continue through load out.

• Production Meeting exercise

Students will take part in a mock production meeting following the outline for meetings in the text on page

- Floor taping exercise
- Blocking notation exercise
- Line notes exercise
- Rehearsal Report exercise
- Performance Report exercise

SM Prompt Book

Students will assemble a stage manager’s prompt book over the course of the class using one of the following plays:

- Proof • Doubt • The Glass Menagerie • 39 Steps • A Doll’s House • Harvey

Prompt books should include the following:

- Contact sheet
- Production calendar
- Character breakdown (by scene/act/French scene – whatever makes sense to you)
- Props list
- Ground plan
- Script with blocking notation and cues
- Line Notes
- Rehearsal Reports
- Performance Reports
- Pre-show Checklists
- Post-show Checklist
- Scene Shift Sheet

List any readings or other materials that will be required for all sections of this course.

Materials to be provided by the instructor

List any course policies that will be required for all sections of this course.

n/a

If you would like to specify how requirements for contact hours must be met for all sections of this course, please indicate below. (e.g., if any experiential learning activities will replace seat time)

n/a

Sample Syllabus

- [STAGE-MANAGEMENT-COURSE-SYLLABUS.docx](#)