



Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Spring

Course Prefix: THEA

Course Title: Stage Management I

Year: 2025

Course and Section #: 3561 001

Credits: 3

Course Description

This course is designed to introduce students to the basic processes of creating and managing a theatrical production. Topics to be covered include introductory structural organization, collaboration, strategic planning, communication, and management. Prepares students for upper division courses in theatre management and for stage managing UVU productions

Course Attributes

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: Crysta Lamb

Student Learning Outcomes

- Develop an understanding for the basic job duties and terminology associated with the craft of stage management
 - Develop advanced organizational skills
 - Develop advanced techniques for stage managing live performance
 - Develop an understanding of the relationship of the stage manager with various other members of the production
 - Refine communication skills to satisfy requirements for working as a stage manager
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Course Materials and Texts

Course Requirements

Course Assignments, Assessments, and Grading Policy

Assignments

There will be no formal exams for this course, but students will be assessed on assignments, an ASM/PA experience, participation, and a final project of putting together a prompt book.

Homework Assignments: There will be small assignments assigned throughout the semester for you to do on your own time. These will be to reinforce topics discussed in class and some of these will contribute towards your final production book.

Current Events: There will be days where we will discuss current events in the field of theatre and events and how they relate to stage management. You will be given notice of when a current event day is approaching and must be prepared to talk about a stage management related event as well as share your source. You will be assigned a day to share your current event you have studied.

PA Assignment: Students will choose a production in our Spring season to serve as a Production Assistant for a mainstage or a stage manager for SAST. We will decide what assignment the first week of class. The culmination of this experience will be a final 1 page summary paper describing the experience and what was learned about stage management

* If there is no production assignment that works with the student's schedule, an alternate assignment may be worked out with the instructor.

Production Book (Final Project): Students will turn in a Production Book (in a 3 ring, 3" binder) at the end of the course serving as their final project. This will be a culmination of items created and worked on throughout the semester, representing all the necessary paperwork and documents for stage managing a production.

*The production book will be based on a theatrical script that we will all work on.

Due Dates will be clearly stated for each assignment. Some assignments are multi-faceted and may have multiple submissions and due dates, particularly the Production Book. Students should read each assignment thoroughly and be sure to ask instructors for any needed clarification. Below are some specific terms and policies regarding due dates for this course:

In class assignments- To be completed on the day of class. Students experiencing extenuating circumstances, appropriately communicated to the instructor, will be provided an alternative way to complete the assignment.

Homework assignments- To be completed and submitted by the due date(s) stated on Canvas.

PROMPT BOOK

Below is the list of assignments that will be in the final prompt book and due throughout the semester. We will go through assignment details in class and a breakdown of what each assignment is and samples will be uploaded on canvas. These are due throughout the semester. You will get feedback on them throughout the semester and if you make the changes given in the feedback, it'll help you with your final production book grade.

1. Character/Scene Breakdown (for whole script)
2. Prop List (for whole script)
3. Stage Manager's script (Act I laid out/prepped for a blocking/rehearsal)
4. Blocking Notation for a scene in Act I
5. Stage Manager's script (Cueing Notation for Act II only)
6. Sound Effect List (for entire script)
7. Backstage Running Sheet (for entire script)
8. Rehearsal Report
9. Schedule (5 week rehearsal schedule including Tech Week)
10. Scene Change Plot (for your crew/cast that changes the set) (for entire script)

Required or Recommended Reading Assignments

None

General Description of the Subject Matter of Each Lecture or Discussion

Tuesday January 7: Introductions, Syllabus, SM goals for the semester

Thursday January 9: Make current event day assignments. What is a stage manager?

Tuesday January 14: Make PA assignments. Current events, unions, & contracts

Thursday January 16: Q&A w/Oscars Stage Manager

Tuesday January 21: SM duties & responsibilities, each phase of the process

Thursday January 23: Where does the SM fit in? Organization chart & the SM team
Assignment: Current Event Day #1

Tuesday January 28: Communication

Thursday January 30: Document creation/basics of excel/google docs
Assignment: Report

Tuesday February 4: Elements of pre-production

Thursday February 6: Character/scene breakdown, prop list, contact sheet
Assignment: Sound Effect List

Tuesday February 11: Prompt book, digital vs. paper, intro to Stagewrite

Thursday February 13: Calendars, rehearsal schedules, conflicts, & fittings
Assignment: Character/Scene Breakdown

Tuesday February 18: Rehearsals, Rehearsal paperwork: daily calls, rehearsal reports, callboards

Thursday February 20: Meet & Greet & Table Work, Setting up the space & taping a floor
Assignment: Schedule

Tuesday February 25: NO CLASS

Thursday February 27: NO CLASS
Assignment: Prop List

Tuesday March 4: Running a room: safety, props tracking, costume tracking, run-throughs, line notes

Thursday March 6: Blocking day
Assignment: Current Event Day #2 & SM Blocking Script

SPRING BREAK

Tuesday March 18: intimacy, stage combat, Production Meetings, misc. rehearsals

Thursday March 20: Transferring to the theatre, tech paperwork (schedules, tech requests, shift plots, costume plots, signage)
Assignment: Blocking Notation for a scene in Act 1

Tuesday March 25: Tech (preset lists, prop tables, run sheets)

Thursday March 27: Teamwork & Delegation

Assignment: Backstage Run Sheet

Tuesday April 1: Introduction to cueing & calling a show

Thursday April 3: Performances, reports, previews, emergency plans, problem solving

Assignment: Scene Change Plot (for your crew/cast that changes the set) (for entire script)

Tuesday April 8: Maintaining the show & understudies

Thursday April 10: NO CLASS

Assignment: 7. Stage Manager's cue script (Cueing Notation for Act II)

Tuesday April 15: Finding jobs & moving on

Thursday April 17: Questions about production book

Tuesday April 22: Turn in Production book

Required Course Syllabus Statements

Generative AI

AI Statement

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you. The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.

- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. *AI statement from Hilary Hungerford. Adapted from Temple University statement on AI in classes*

Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by

not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.