PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT Theatre

EFFECTIVE SESSION Spring 2012 (2012-20)

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

☒ 1. New course with supporting documents
☐ 2. Add existing course offered at another campus
☐ 3. Expiration of a course
☐ 4. Change in course number
☐ 5. Change in course title
☐ 6. Change in course credit/type
☐ 7. Change in course attributes (department head signature only)
☐ 8. Change in instructional hours
☐ 9. Change in course description
☐ 10. Change in course requisites
☐ 11. Change in semesters offered (department head signature only)
☐ 12. Transfer from one department to another

PROPOSED:

Subject Abbreviation THTR
Course Number 28500
Long Title Introduction to Stage Management
Short Title Intro to Stage Management

EXISTING:

Subject Abbreviation
Course Number
Long Title
Short Title

TERMS OFFERED

☐ Fall
☒ Spring
☐ Summer

CAMPUS(ES) INVOLVED

☒ Calumet
☐ Cont Ed
☐ Ft. Wayne
☐ Indianapolis
☐ N. Central
☐ Tech Statewide
☐ W. Lafayette

Abbreviated title will be entered by the Office of the Registrar if omitted. (90 CHARACTERS ONLY)

CREDIT TYPE

1. Fixed Credit: Cr. Hrs. 3
2. Variable Credit Range: Minimum Cr. Hrs. (Check One) To 
   Maximum Cr. Hrs. 
3. Equivalent Credit: Yes ☑ No ☐

COURSE ATTRIBUTES: Check All That Apply

1. Pass/Not Pass Only
2. Satisfactory/Unsatisfactory Only
3. Repeatable
4. Maximum Repeatable Credit:
5. Credit by Examination ☐
6. Registration Approval Type ☐
7. Variable Title
8. Honors
9. Full Time Privilege
10. Off Campus Experience

Schedule Type

Lecture
Recitation
Presentation
Laboratory
Lab Prep
Studio
Distance
Clinic
Experiential
Research
Ind. Study
Pract/Observe

Minutes Per Mig
59
3

Meetings Per Week

Weeks Offered

% of Credit Allocated

Cross-Listed Courses

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

This is an introductory course in the craft of theatre stage management. This course will introduce the student to the procedures, responsibilities, rules and professional opportunities in theatre stage management.

*COURSE LEARNING OUTCOMES:

Upon completion of the course the student will understand what personal qualities make a good stage manager, appreciate the responsibilities a stage manager has in producing a play, and be able to stage manage a stage production if called upon.

Calumet Department Head
Date 1/19/11

Calumet School Dean

Fort Wayne Department Head
Date

Fort Wayne School Dean
Date

Indianapolis Department Head
Date

Indianapolis School Dean
Date

North Central Faculty Senate Chair
Date

Vice Chancellor for Academic Affairs
Date

West Lafayette Department Head
Date

West Lafayette College/School Dean
Date

West Lafayette Registrar
Date

OFFICE OF THE REGISTRAR
Spring 2012  
Thtr 26500  
Introduction to Stage Management

Instructor: John O'Connell  
E-mail: oconnel@ipfw.edu  
Office Hours: Mon thru Thurs. 9:00 - 4:00 p.m. (all by appt. with secretary)

Office: WT-128A  
Phone: 481-6551

Text: The Stage Management Handbook  
By Daniel A. Ionazzi  
ISBN: 1-55870-235-0 (pbk)

Also Required  
Scale Rule

Course Description  
This is an introductory course in the craft of theatre stage management. This course will introduce the student to the procedures, responsibilities, rules and professional opportunities in theatre stage management.

Course Objectives  
To introduce the student to the basic procedures that govern the tasks of stage management.
To introduce the student to the qualities/skills that make a person an effective stage manager.
To review the rules and regulations from the Actors Equity Union that a stage manager must be familiar with as a professional stage manager.
To guide the student through the process of compiling a stage manager's prompt book.
To introduce the student to the professional opportunities available in the area of stage management.

Learning Outcomes  
Upon completion of the course the student will be able to understand what personal qualities make a good stage manager, appreciate the place a stage manager has in producing a play, and stage manage a show if called upon.

Course Policies:

Attendance:  
Due to the nature and size of this course, good attendance is necessary. Three absences will be allowed, any that occur after will result in the lowering of the final grade one full letter grade. If a student misses a day they are to present material, they will not be given the opportunity to makeup that assignment. Three tardies will be considered one absence.

Academic Misconduct:  
The performance of and/or involvement in any acts of misconduct will be addressed as per regulations set forth in the IPFW Student Handbook. This includes, but is not limited to, cheating, misrepresentation, and plagiarism.

Diversity and Nondiscrimination/ADA Statement:
IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled or Vietnam-era veteran.

Disability Statement:
If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb Union, Rm 113, #481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for SSD at http://www.ipfw.edu/ssd.

Class Participation and Discussion:
This course will require your attention and participation. The quality of the course overall will depend heavily on each student's willingness to participate in class discussion and discovery. A grade will be assigned at the end of the course reflecting the professor's estimation of your efforts in this regard.

Grading:
- Midterm: 25%
- Final Exam: 25%
- Prompt Book: 25%
- Equity Presentation: 5%
- Prop List: 5%
- Taping Exercise: 5%
- Blocking Pages: 5%
- Attention/Participation: 5%

Assignments:

Equity Presentation: Review a section of the equity rule books provided by the instructor and as part of a group present the rules from your section of that material to the class.

Taping Exercise: Your group will be given a drawn ground plan and as a team will be responsible for translating the drawing into an accurately taped out full-size ground plan.

Blocking Pages: You will watch a short segment of a play on dvd and will notate the blocking as learned in class. This is a one day in class exercise.

Prompt Book: You will compile an entire prompt book for a play you pick and I approve, no two students will be allowed to do the same play. All prelists and other pertinent information will need to be included in this book. See Guideline Handout.

Prop List: This is the prop list that will go in your prompt book

Midterm: Will cover all information covered to date in class.

Final Exam: Will focus on information from second half but will contain some repeated information from first half of course.
## CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Reading Assignment</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
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<tr>
<td>Jan 11 Intro to the course, syllabus review</td>
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<tr>
<td>Jan 13 Organizational Structure</td>
<td>Chap 11</td>
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<td>Jan 15 continue above</td>
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<td><strong>Week 2</strong></td>
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<tr>
<td>Jan 18 Human Behavior in Organizations</td>
<td>Chap 12</td>
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<tr>
<td>Jan 20 What is Stage Managing</td>
<td>Introduction</td>
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<td>Jan 22 continue above</td>
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<td><strong>Week 3</strong></td>
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<tr>
<td>Jan 25 Researching the Script</td>
<td>Chap 1</td>
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<tr>
<td>Jan 27 Planning and Organization</td>
<td>Chap 2</td>
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<td>Jan 29 continue above</td>
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<td><strong>Week 4</strong></td>
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<tr>
<td>Feb 1 Auditions</td>
<td>Chap 3</td>
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<td>Feb 3 Rehearsal Rules</td>
<td>Chap 4</td>
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<td>Feb 5 continue above</td>
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<tr>
<td><strong>Week 5</strong></td>
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<tr>
<td>Feb 8 Reading a groundplan</td>
<td>Handout</td>
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<td>Feb 10 Taping Exercise</td>
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<td>Feb 12 Taping Exercise</td>
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<td><strong>Week 6</strong></td>
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<tr>
<td>Feb 15 Equity Group Presentation</td>
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<td>Feb 17 Equity Group Presentation</td>
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<td>Feb 19 Equity Group Presentation</td>
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<td><strong>Week 7</strong></td>
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<tr>
<td>Feb 22 Equity Group Presentation</td>
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<td>Feb 24 Equity Group Presentation</td>
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<tr>
<td>Feb 26 Equity Group Presentation</td>
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<tr>
<td><strong>Week 8</strong></td>
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<tr>
<td>Mar 1 Midterm</td>
<td>Chap 5</td>
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<td>Mar 3 Managing Rehearsals</td>
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<td>Mar 5 continue above</td>
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<td><strong>Note:</strong> Play for promptbook must be approved by this date.</td>
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<tr>
<td><strong>Week 9</strong></td>
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<tr>
<td>Mar 8 SPRING BREAK</td>
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<tr>
<td>Mar 10SPRING BREAK</td>
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<tr>
<td>Mar 12SPRING BREAK</td>
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</tbody>
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Week 10
Mar 15 Information Distribution Chap 6
Mar 17 Preparing for Technical and Dress Rehearsals Chap 7
Mar 19 continue above

Week 11
Mar 22 Blocking pages in class exercise Chap 8
Mar 24 Technical and Dress Rehearsals
Mar 26 continue above

Week 12
Mar 29 Backstage tour
Mar 31 Moving on to the Stage
Apr 2 Pre Performance

Week 13
Apr 5 Pre Performance (cont) Chap 9
Apr 7 Catch UP
Apr 9 Prop Lists
Note: prop list due by Apr. 9

Week 14
Apr 12 The performance Chap 10
Apr 14 continue above
Apr 16 continue above

Week 15
Apr 19 calling a show exercise
Apr 21 calling a show exercise
Apr 23 Professional opportunities

Week 16
Apr 26 catch up
Apr 28 review
Apr 30 review

Final Exam Date:
Promptbooks due by this day.