



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Stage Management

COURSE NUMBER:

TPA 2600

COURSE DESCRIPTION (with prerequisites):

This course is an introduction to stage management practices addressing all aspects of the production process from preproduction meeting to post production. In addition to lecture, there will be production hours outside of class. 3 semester hours credit.

NAME(S) OF INSTRUCTORS:

Connie Smith

Office: X223

Phone: 718-2230

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EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

The Norton Anthology of Drama. 3rd ed. 2013. J. Ellen Gainor, Stanton B. Garner Jr. & Martin Puchner. Norton, W. W. & Company, Inc. Vol 1: ISBN: 9780393283495.

Kincman, Laurie. *The Stage Manager's Toolkit*. 2nd ed., Taylor & Francis. ISBN: 9780367406370.

Roth, Emily et al. *Stage Management Basics: A Primer*. 1st ed., Taylor & Francis. ISBN: 9781138960558.

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. Students who are absent from classes for any reason other than official

college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books, and electronic databases can be accessed through the Library Resources link within your course in Canvas or by using the *Search* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are

posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

Theatre Studies Competency: Interpret, evaluate, and appreciate dramatic texts, the methods by which dramatic texts are realized in production, and engage in the collaborative communication and processes of theatre production.

Th-1: Identify aspects of the theatrical production process including performance, directing, design, technical production, marketing, and management.

Th-2: Analyze dramatic texts and theatrical productions.

Th-3: Apply performance and/or production practices through work on various theatrical productions.

Th-4: Demonstrate knowledge of the history, literature, theories, and skills needed for advanced study or a career in theatre arts and entertainment industry.

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR TPA 2600	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
<ul style="list-style-type: none"> Examine elements of theatrical history, production and the hierarchy of theatre organizations 	T1, Th2	H, Q, T, CF
<ul style="list-style-type: none"> Analyze dramatic texts, genres, and theatre history as it relates to stage management 	Th1, Th2, Th4	H, Q, T, CF
<ul style="list-style-type: none"> Define terminology relating to stage management and theatrical production 	Th1, Th2, Th4	H, Q, T, CF, Proj
<ul style="list-style-type: none"> Employ procedures and protocols for effective and well organized stage management 	Th1, Th2, Th3, Th4	H, Q, T, CF, Proj
<ul style="list-style-type: none"> Evaluate the stage management process from preproduction through post production 	Th1, Th2, Th3, Th4	H, Q, T, CF, Proj

Notes: Assessment Codes

BO - Behavioral Observation	EX - Dept Exam	Port - Portfolio	SD - Skills Demonstration
Cap Proj - Capstone Course	Exp - Experiments	Prac - Practicum	SE - Natl or State Standardized
CF - Cumulative Final	F - Final Exam	Pre/ Post - Pre-/Post-Tests	Sk - Ck Skills Check-Off
Clin - Clinicals	H - Homework	Proj - Projects	SP - Skills Performance
CP - Case Plan	Intern - Internship	PS - Problem Solving	T - Tests
CS - Case Study	J - Jury	Q - Quizzes	UT - Unit Tests
DB - Discussion Board	JP - Judged Perf/Exh	R - Recital	W - Writing Assignments
DE - Documented Essays	Obs - Teacher Observ	RP - Research Papers	
E - Essays	OT - Objective Tests	RPT - Report/Presentation	

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

The instructor will introduce students to stage management practices addressing all aspects of the production process from preproduction meeting to post production via a combination of lectures, videos, reading assignments, collaboration, and out-of-class assignments. Each student will be expected to read all assigned material as well as complete all assignments. The instructor will provide timely feedback on assignments and hold weekly office hours to address further questions and student needs outside of class time. The final grade will be based on class participation, exams and quizzes, projects and a cumulative final exam.

Students are expected to:

- Arrive to class on time
- Turn in assignments on time
- Participate in discussions and be focused in class
- Read all assigned readings of text, plays and outside sources
- Complete all written assignments, quizzes, projects and final exam
- Participate on a technical crew for a Chipola College production

- Attend one theatrical production produced by an organization other than Chipola College

Make-up work is the responsibility of the student, as covered in the instructor's First Day Handout.

PLAGIARISM is academic dishonesty and may be defined as submitting another's work as your own. It includes failure to use quotation marks or other conventional marking around material quoted from any printed or electronic source. Plagiarism shall also include paraphrasing a specific source without indicating accurately what the source is. Plagiarism shall further include downloading essays or letting another person compose or rewrite a student's written assignment. ***Plagiarism will result in a zero (0) for the assignment.***

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.