



The University of Southern Queensland

Course specification

Description: Stage Management 1

| Subject | Cat-nbr | Class | Term | Mode | Units | Campus |
|---------|---------|-------|---------|------|-------|--------|
| STM | 1001 | 30830 | 1, 2004 | ONC | 1.00 | TWMBA |

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|-----------------------------------|--------|
| Academic group: | FOART |
| Academic org: | FOA006 |
| Student contribution band: | 1 |
| ASCED code: | 100103 |

STAFFING

Examiner: Stafford Mortensen

REQUISITES

Pre-requisite: Students must be enrolled in Program: BTHR

RATIONALE

This course provides an introduction to the technical/production areas of theatre for those students who wish to pursue a career in the live entertainment industry. It provides study, training and experience in the duties, procedures and responsibilities of the Assistant Stage Manager.

SYNOPSIS

This course provides an introduction to the technical/production areas of theatre for those students who wish to pursue a career in the live entertainment industry. It provides study, training and experience in the duties, procedures and responsibilities of the Assistant Stage Manager and Theatrical Practitioner.

OBJECTIVES

On successful completion of this course students will be able to:

- demonstrate a knowledge of examinable areas in the assistant stage manager/theatre practitioner position;
- demonstrate skills in areas assigned to as an assistant stage manager/theatre practitioner;
- demonstrate a practical understanding and awareness of production and artistic staff interaction;
- demonstrate an aptitude to work in a professional theatre environment.

TOPICS

| Description | Weighting (%) |
|--|---------------|
| 1. Introduction to the performing arts | 10.00 |
| 2. The theatre | 10.00 |
| 3. Occupational health and safety | 10.00 |
| 4. Basic requirements of the stage manager | 10.00 |
| 5. The role of stage management | 10.00 |
| 6. Administration | 10.00 |
| 7. Documentation | 10.00 |
| 8. Auditions | 10.00 |
| 9. Preproduction Duties | 10.00 |
| 10. The Rehearsal Room | 10.00 |

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

M25403833 1 x 200mm Toledo Adjustable Spanner or equivalent

M25123563 1 x Stanley 99E Retractable Blade Knife

M27331149 1 x Unilok 19mm x 5mm Tape Measure or equivalent

M25328659 1 x "Lion" 180mm Combination Plier or equivalent

3541 1 x Penlite Torch (AA batteries) or equivalent and holder

1 x 1:25 Scale Rule

2 x Black `T' Shirts; 2 x Black Shirts; 1 x Black Trousers; 2 x Black Socks; 1 x Black Shoes;
1 x Black Windcheater; 1 x Black Belt (All Plain)

Lawler, R 1978, *Summer of the Seventeenth Doll*, Currency Press, Sydney.

Williams, Tennessee 1988, *The Glass Menagerie*, Penguin, London.

REFERENCE MATERIALS:

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Baker, H 1981, *Stage Management and Theatrecraft: a stage manager's handbook*, 3rd edn, J Garnet Miller, London.

Dilker, B 1982, *Stage Management Forms & Formats*, Drama Book Publishers, New York.

Hoggett, C 1984, *Stage Crafts*, Black, London.

Reid, F 1983, *Theatre Administration*, Black, London.

Stern, L 1997, *Stage Management*, 6th edn, Allyn & Bacon, Boston.

STUDENT WORKLOAD REQUIREMENTS:

| ACTIVITY | HOURS |
|----------------|--------|
| Directed Study | 133.00 |
| Examinations | 2.00 |
| Lectures | 30.00 |

ASSESSMENT DETAILS

| Description | Marks out of | Wtg(%) | Due date |
|---------------------|--------------|--------|------------------------|
| PRODUCTION WORK | 30.00 | 30.00 | 02 Mar 2004 |
| ASSIGNMENT 1 | 30.00 | 30.00 | 11 Jun 2004 |
| EXAMINATION 2 HOURS | 40.00 | 40.00 | END S1 (see note 1) |

NOTES:

1. Students will be advised of the examination date when the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:

It is the student's responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

- 2 Requirements for students to complete each assessment item satisfactorily:

To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

- 3 Penalties for late submission of required work:

If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.

- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks for all summative assessment items.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- 6 Examination information:
The exam for this course is a CLOSED EXAMINATION, and candidates are allowed to bring only writing and drawing instruments into the examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Any deferred or supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

ASSESSMENT NOTES

- 9 Assessment is continuous.
- 10 (a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. (b) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (e) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

- 1 In order to meet course objectives 2, 3 and 4, and in view of the development of vocational skills they entail, students are strongly advised to attend all classes.
 - 2 Special attention will be paid to the development of a professional work method approach.
 - 3 The final grade is determined on the total accumulated points.
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