



The University of Southern Queensland

## Course specification

### Description: Stage Management 2

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
STM	2002	34864	2, 2004	ONC	1.00	TWMBA

<b>Academic group:</b>	FOART
<b>Academic org:</b>	FOA006
<b>Student contribution band:</b>	1
<b>ASCED code:</b>	100103

### STAFFING

Examiner: Stafford Mortensen  
Moderator: Scott Alderdice

### REQUISITES

Pre-requisite: STM1001 and STM1011 and THS1001 and Students must be enrolled in Program: BTHR

### SYNOPSIS

This course is a continuation of studies in technical/production areas of theatre for those students who wish to pursue a career in the live entertainment industry. It provides advanced study, training and experience of the Assistant Stage Manager including prompt copy, rehearsal procedure and all aspects in mounting a production.

### OBJECTIVES

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

1. demonstrate a knowledge of examinable areas of the Assistant Stage Manager/Theatre Practitioner;
2. demonstrate skills in areas assigned to the Assistant Stage Manager/Theatre Practitioner.
3. demonstrate a practical understanding and awareness of production and artistic staff interaction.
4. demonstrate an aptitude to work in a professional theatre environment.

## TOPICS

	Description	Weighting (%)
1.	Occupational health and safety (practical and theoretical)	14.00
2.	Introduction to managing a rehearsal room	14.00
3.	Introduction to production documentation and written communication skills for the theatre practitioner	14.00
4.	Professional ethics for the Stage Manager	14.00
5.	Administration of the technical departments in theatre practice	14.00
6.	Production work	15.00
7.	The Prompt Copy	15.00

### **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).**

### **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.**

### **STUDENT WORKLOAD REQUIREMENTS:**

ACTIVITY	HOURS
Directed Study	130.00
Lectures	33.00
Others	2.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
PROD WORK/PROJECTS	30.00	30.00	20 Jul 2004 (see note 1)
WRITTEN TEST 2 HOURS	30.00	30.00	20 Jul 2004 (see note 2)
ASSIGNMENT 2	15.00	15.00	20 Jul 2004 (see note 3)
ASSIGNMENT 1	25.00	25.00	29 Oct 2004

### NOTES:

1. Lecturer will advise of due date at commencement of course.
2. Students will be advised of the official examination date after the timetable has been finalised.
3. Lecturer will advise of due date at commencement of course.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriate 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 (a) The due date for an assignment is the date by which a student must lodge the assignment at the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) Students must regain 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 Special attention will be paid to the development of a professional work method approach.
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