



The University of Southern Queensland

Course specification

This version produced 5 Mar 2008.

The current and official versions of the course specifications are available on the web at
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

Description: Stage Management 1

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
STM	1001	62592	1, 2007	ONC	1.00	Toowoomba

Academic group:	FOART
Academic org:	FOA005
Student contribution band:	1
ASCED code:	100103

STAFFING

Moderator: Scott Alderdice

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:

1. demonstrate a knowledge of examinable areas in the assistant stage manager/theatre practitioner position;
2. demonstrate skills in areas assigned to as an 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. Introduction to the performing arts	10.00
2. Theatre company structures	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.

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
TEST 2 HOURS	40.00	40.00	05 Mar 2007 (see note 1)
PRODUCTION WORK	30.00	30.00	05 Mar 2007 (see note 2)
ASSIGNMENT 1	30.00	30.00	28 May 2007 (see note 3)

NOTES

1. Students will be advised of the test date when the timetable has been finalised. This assessment is aligned with Objective 1.
2. This assessment is aligned with Objectives 2, 3 and 4.
3. This assignment is aligned with Objective 2.

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 successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.
- 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 receiving a passing grade, a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
The exam for this course is a RESTRICTED examination, and the only materials that candidates may use are writing materials (non-electronic and free from material which

could give the student an unfair advantage in the examination.) Students whose first language is not English may take an appropriate unmarked non-electronic translation dictionary (but not technical dictionary) into the examination. Dictionaries with any handwritten notes will not be permitted. Translation dictionaries will be subject to perusal and may be removed from the candidate's possession until appropriate disciplinary action is completed if found to contain material that could give the candidate an unfair advantage.

- 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>

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) All Faculty of Arts assignments must be lodged in the Faculty Assessment Centre on the Ground Floor of Q Block no later than 12 noon on the due date. (c) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (d). Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (e) 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. (f) 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. (g) 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).
- 11 Students are strongly advised to maintain regular contact with their supervisor.

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.
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