



SACRAMENTO
STATE

Course Change Proposal Form A



Academic Group (College): Arts and Letters	Academic Organization (Department): Theatre and Dance	Date: 9/7/07
Type of Course Proposal: New ___ Change <u>X</u> Deletion ___	Department Chair: Dr. Linda Goodrich	Submitted by: Michelle Felten
Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No <u>X</u>	For Catalog Copy: Yes <u>X</u> No ___ CCE (Extension): Yes ___ No <u>X</u>	Semester Effective: Fall <u>X</u> Spring __, 20_07__

This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number):

Change from:

Subject Area (prefix) & Catalog Nbr (course no.): THEA 136	Title: Seminar in Stage Management	Units: 2
--	---	-----------------

Change to:

Subject Area (prefix) & Catalog Nbr (course no.): THEA 136	Title: Stage Management	Units: 3
--	--------------------------------	-----------------

JUSTIFICATION:

Considering the proposed unit change, which will increase the students' responsibility and workload, the new title more accurately represents the course expectations beyond the "seminar" status. We have also added THEA 020 (Tech Production II-Lighting) as a pre-requisite in order to familiarize the stage management student with terminology.

NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)

Unchanged.	
Note: Remove "Note" following the current catalogue course description.	
Prerequisite: THEA 011, THEA 016, THEA 020 Enforced at Registration: Yes <u>X</u> No	
Corequisite: Enforced at Registration: Yes ___ No	
CAN (California Articulation Number):	
Graded: Letter <u>X</u> Credit/No Credit ___	Instructor Approval Required? Yes ___ No <u>X</u>
Course Classification (e.g., lecture, lab, seminar, discussion): C-02 C-04	Title for CMS (not more than 30 characters)
Cross Listed? Yes ___ No <u>X</u>	If yes, do they meet together and fulfill the same requirement, and what is the other course.
How Many Times Can This Course be Taken for Credit? <u>1</u>	
Can the course be taken for Credit more than once during the same term? Yes ___ No <u>X</u>	

FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: "Students will be able to: 1), 2), etc."
See the example at <http://www.csus.edu/acaf/example.htm>

Students will be able to:
 Prepare a prompt script
 Understand and execute pre-production planning and organization
 Understand and execute management of the actors during rehearsal, pre-production and performance
 Run a technical rehearsal as well as oversee all technical aspects of a performance.

**Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Exercises
 Student papers/projects
 Conferences with students
 Examinations

For whom is this course being developed?

Majors in the Dept Majors of other Depts Minors in the Dept General Education Other

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes No

If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes No

If yes, attach a description of resources needed and verify that resources are available.

Indicate which department or programs will be affected by the proposed course (if any). _____

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

Approvals: If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures:

	Date
Department Chair: <i>Linda S. Goodrich</i>	09/07/07
College Dean or Associate Dean: <i>Nancy M. Iron</i>	9-12-07
CPSP (for school personnel courses ONLY)	
Associate Vice President and Dean for Academic Programs	

Distribution: Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

College of Arts and Letters Curriculum Committee CHECK-OFF LIST FOR COURSE APPROVAL

Name of Department Theater and Dance Effective Date Fall 2007

Proposed Course Number THEA 136 Course Name ~~Tech Production I - Stagecraft~~ *Management*

Contact Person (Instructor) Ron Reisner Email rreisner@csus.edu Phone 278-6325

Projected Enrollment ~~12~~ *12* Units of Credit 3

Has the course been offered before? yes If yes, under what number? THEA 136

Suggested Course Classification ~~C02, C15~~ *C02, C15* Unit distribution: lecture lab activity
3

List the prerequisite(s) for the proposed course.

THEA 011, 016, 020

For which students or programs is the course designated?

- Majors in the department
- Minors in the department
- Majors of other departments (e.g., An A&L course designed for Business Administration majors)
- General Service
- Other (specify)

If approved by the A & L Curriculum Committee, will this course be submitted for consideration in the General Education Program? Yes No

Method of Presentation:

- Lecture Lecture/Activity Lecture/Discussion Lecture/Laboratory
- Activity Laboratory Seminar Films and/or other visuals
- Performance other (specify)

If different amounts of credit will be available for the proposed course, indicate differences in course requirements for earning the units. N/A

If the course can be taken more than one time for credit, what is the justification for the repetition? How will the two (or more) experiences differ?

What courses currently offered in Arts and Letters or other colleges/departments most closely resemble the proposed course? Please *list* these other courses and justify why the proposed course will not duplicate them. Not all approved courses are shown in the current catalog so please consult faculty/chair in other schools/departments where duplication might occur. Please list persons you consulted.

1. 3.

2. 4.

Can the course be implemented within the existing departmental allocation? Already in Curriculum.

If the proposed course will require an expenditure of \$100 or more, append a breakdown of expenditure and source of funding.

If this is a new course, how will it be integrated into your present allocation?

1. Will you be giving up another course to make room for the proposed course?
2. What course(s) could you alternate in the schedule with the proposed course?
3. How often would you schedule the proposed course?
4. What full-time faculty can teach the course? What other course would they give up in order to teach it?
5. Realistically, what fiscal impact might the proposed course have? (*e.g., operating expense, faculty cost, staff cost, student assistants, equipment, etc.*)

List the objectives/goals/expected learning outcomes.

Same

What student assessment tools will be used? (*e.g., exams, papers, portfolios.*)

Exercises

Student papers/projects

Conferences with Students

Examinations

In addition to filling out the Check-Off List form, please submit a course syllabus containing the following information:

- I. Course Content and Objectives
(Brief discursive overview of major topics and goals)
- II. Required Texts
(*e.g., textbooks, class handouts, journals, newspapers, web pages, videos, etc.*)
- III. Course Format
(*e.g., lecture, lecture-discussion, seminar, composition, activities, studio, etc.*)
- IV. Course Requirements
 - A. Class Participation
 - B. Examinations
 - C. Research Paper or Term Project or Short Papers, etc.
 - D. Attendance
 - E. Other Policies
- V. Student Evaluation: How are the requirements in IV weighted in determining the course grade?
(*e.g., attendance 10%, midterm 23%, etc.*)
- VI. Semester Outline
(Course topics ordered weekly)

Theatre – 136 Stage Management

Instructor: Ron Reisner
Office: SHS 108 (916) 278-6325
Office hours: MW 12:00 – 1:00
reisner@saclink.csus.edu

Required Text: *The Stage Management Handbook* by Daniel A. Ionazzi
The Art and Craft of Stage Management by Doris Schneider

Class objective:

To introduce students to the basic elements of stage management including: prompt book and blocking notation, casting and rehearsal schedules, running crew and tech planning, prop storage and set preparation, actors and costumes, and finally culminating in the actual running of performances. Through the study of professional stage management techniques, this class is meant to prepare our students to take on the responsibility of stage managers and oversee all aspects of a given show.

Course Requirements:

The requirements fall into three general areas: Tests, quizzes, and Class Projects. Attendance, or the failure to attend, will also figure into the final grade.

Tests and quizzes:

There will be weekly or biweekly quizzes that form the basis of the Midterm and Final. The quizzes are meant to provide you with an assessment of your progress and provide guidance for future study. There will be two tests: the Midterm and Final. The final will fall on the assigned day and time, and the midterm will be assigned and agreed on in class. As there will be no make up days, it is your obligation not to miss either of these dates or make prior arrangements for personal conflicts.

Class Projects:

To prepare and develop all the necessary forms and methods to generate and sustain any given production from modern dance to musical theatre, and then apply these to an assigned performance: note: this project may be either a paper project or consist of assisting a stage manager on an actual production here at CSUS.

Attendance and Class Participation:

Each student will be allowed 1 week (i.e. 2 class meetings) of absences without it adversely lowering their grade. You are responsible for all information missed and any more absences than the allotted will need to be made up with extra credit (which the instructor will assign at the time) or it will lower the attendance percentage of your grade (20 percent of total final grade at the maximum).

Grading Rubric:

There are a total of 100 points possible for this class (excluding extra credit which is not guaranteed and solely up to instructor discretion).

Tests and quizzes:	55%
Projects:	25%
Attendance:	20%
<u> </u>	<u> </u>
Total:	100%

Educational Policy:

If you have a disability with special needs, please see me NOW and file all documentation with SSWD, Lassen Hall room 1008. The department of Theatre and Dance is committed to equal opportunity education, and I or the department Chair (Dr. Linda Goodrich) will do everything in our power to uphold your right to participate and achieve in an environment free from bias or prejudice.