

Stagecraft II: The Inner Game 57457/ 57757

Fall 2015 Syllabus

Time & Location

Tuesdays 12:00 – 1:20 Kresge

First day of class: September 1, 2015

Last day of class: December 8

Faculty

Monique Mead

CFA 109

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Office Hours: Tuesdays 10 – 12 in CFA lobby or by appointment.

Course Website: <http://www.cmu.edu/blackboard/>

Course Description

This course prepares you for professional life by addressing topics related to mental focus, audition preparation, and effective practicing. It also offers practical tools such as time management, professional courtesy, and dealing with stressful situations.

Course objectives

By the end of the semester, you should be able to...

- organize and prioritize your tasks and goals;
- broaden your knowledge of effective strategies for analyzing, practicing, and memorizing a piece of music.
- focus your mind, use techniques to counter nervousness, and feel more relaxed on stage;
- understand how to get the most out of your private lessons and masterclasses;
- manage a crucial conversation in which emotions run strong and the stakes are high;
- design a concert program that optimizes audience enjoyment;
- practice professional courtesy, and know what is expected at auditions, competitions, and festivals.

Course structure

This course is designed to prepare you for professional life by offering tools that will make you a more complete musician, valued colleague, and savvy professional. Class time features practical exercises and presentations by renowned professionals. Coursework outside of the classroom is minimal.

Assessment

There are no written exams, final projects, or papers due for this class.

Summary of Assessments

Item	Percent of Grade	Points	Due
Attendance, Etiquette & Participation	45%	45 points possible (3 per week) 1 point: on time attendance 1 point: professional etiquette drills 1 point: questions/comments in class	Weekly Graded on participation
Pre-Class Preparation	25%	25 points needed (up to 30 points possible) 10 points: Guest speaker hospitality 1 point/post: Prepare a question for the guest speaker. 2 points/post: Participate in discussion on required reading and class topics	Weekly Graded on participation and quality of content
Assignments	30%	30 points possible 10 points: create a personal “why” statement 10 points: score analysis for practicing 10 points: programming assignment	See course schedule

Assessment Details

ATTENDANCE 15%

Attendance and participation are weighed heavily, as most of the course work is either explained or completed in class. In consideration of guest speakers and in keeping with the highest standards of professional conduct, please plan to arrive to class five minutes early. On most days, class will begin on stage, so leave your belongings in a seat and be ready to begin at 12 p.m. sharp. Anyone not on stage at 12 will be marked tardy and will lose one point.

Absences: If you need to miss a class for any reason, send an e-mail informing me of your absence by the beginning of class, and ensure that a classmate is taking notes and is willing to fill you in on what you missed. Each absence lowers your total points by 3.

PARTICIPATION 15%

Active participation is essential to making this class as relevant to your needs as possible. Ideally, the presentations will be driven by your questions and interests.

You will be expected to...

- Give speakers your full attention. (No mobile devices, food, or homework from other classes.)
- Ask questions and participate in class discussions
- Perform for lecture demonstrations to model various practice and performance-enhancing techniques

PROFESSIONAL ETIQUETTE 15%

Since professional conduct is so important in building your career, we will conduct short weekly drills that will help you avoid common pitfalls and increase your confidence in professional settings. Drill topics are listed at the end of the syllabus. (page 6)

PRE-CLASS PREPARATION 25%

Assignments related to class preparation and their due dates will be posted and managed on our Facebook page. You may earn up to 5 extra credit points for additional posts beyond what is required.

Guest speaker hospitality (10 points): You will be assigned one guest speaker and will be responsible for gathering student questions on his/her topic, contacting the speaker beforehand, introducing him/her to the class, and expressing thanks at the end. (You will be taught how to do this as part of the course.)

Questions for speakers (1 point/post; 5 required): You will be asked to post questions for our speakers. Please post thoughtful questions based on your own experience.

Discussion topics (2 points/post; 5 required): Comment on assigned reading and discussion questions posted on our Facebook page.

ASSIGNMENTS 30%

You will be asked to turn in a hard copy of the following assignments at the beginning of class on the dates listed.

October 6 (10 points): Sample concert program, as described in the presentation by Denis Colwell.

October 20 (10 points): Score analysis as demonstrated in the presentation by Dr. Marilyn Taft Thomas.

November 17 (10 points): Personal “Why” statement, as presented in class and described in Simon Sinek’s book, *Start With Why*.

Abide by the due dates: LATE WORK LOSES 5 POINTS/WEEK.

POLICIES

Cell Phones, Laptops, and Related Technology: As a matter of professional courtesy, no form of technology is permitted during presentations by guest presenters. Turn your cell phone off, leave your laptop in your bag, and resist the urge to text. If you need to check the time, look at your watch discreetly. Bring a notebook and pen to take notes.

GETTING HELP

Monique Mead is available 30 minutes before and after class for any questions or concerns. Office hours are by appointment, so please reach out via email to mmead@andrew.cmu.edu.

FINAL GRADE

Your final grade will appear as a letter grade according to the following scale:

90-100%	A	60-69%	D
80-89%	B	under 60%	R (failing grade)
70-79%	C		

RECOMMENDED READING

Coyle, Daniel. *The Talent Code: Greatness isn't Born. It's Grown. Here's How.* New York, NY, 2009. <http://www.youtube.com/watch?v=daC2EPUh22w>

Csikszentmihalyi, Mihaly. *Flow. The Psychology of Optimal Experience.* New York, NY. 1990.

Cutler, David. *The Savvy Musician.* Pittsburgh, PA. 2011

Gallwey, Timothy. *The Inner Game of Tennis.* New York, NY. 1974.

Gallwey, Timothy. *Inner Tennis. Playing the Game.* New York, NY. 1976.

Green, Barry with Gallwey, Timothy. *The Inner Game of Music.* New York, NY. 1986.

LaDuke, Lance. *The Practice Coach,* lanceladuke.com, 2011

Mitchell, Mary. *The Complete Idiot's Guide to Etiquette" 3rd Edition.* 2004.

Patterson, Grenny, McMillan, and Switzler. *Crucial Conversations: Tools for Talking when Stakes are High.* New York, NY. 2012.

Sinek, Simon. *Start With Why.* New York, NY. 2009.
http://www.youtube.com/watch?v=u4ZojKF_VuA

Westney, William. *The Perfect Wrong Note.* Pompton Plains, NJ. 2003

PROFESSIONAL ETIQUETTE TOPICS

Classroom etiquette drills will be chosen from the following topics:

Greeting People

You arrive at your meeting/gig/event/lunch. What's your first interaction? What if you have to talk to 2 "underlings" before you get to the "important person." How do you create rapport and set up a positive tone. How will you remember their name, how will they remember yours? How will your presence have affected them?

Social Introductions

If someone introduces you to another person, how should you respond? What if they forget/mispronounce your name? What if you forget theirs? If there are two or more people, whose hand do you shake first? If an acquaintance approaches you, should you introduce the friend you're with? If you're introducing two people, who should be introduced first?

Compliments, Autographs, Photos

How do you graciously accept a compliment? Does your own opinion matter? How do you offer a compliment? What aspects of the performance are more/less appropriate to comment on? How do you ask for an autograph? How should you sign one for someone else? When is it appropriate to ask for a photo?

Business Cards

When should you carry business cards in the era of smartphones? Why is it important? When do you offer one to someone else?

Business Lunch or Dinner

What time do you show up at the restaurant? How do you dress? Who orders first? At what point do you talk business? Who pays? How much do you tip? What is your role as host? What is your role as guest? What foods should you avoid? Basics of table etiquette. How do you thank your host?

Private Dinner Invitation

When you are invited to someone's home, when do you show up? How do you dress? Should you bring food? What is an appropriate hostess gift? What do you do when you arrive/leave? Do you remove your shoes? Do you help in the kitchen? How do you make a toast? When do you first lift your fork? When and how do you thank your host(s)?

Meetings—Email setup and eHandshake

How do you set up a meeting with multiple people? What do you write in the email? Do you need to remind/confirm? Which details must you include every time? What do you want NOT to happen? How do you write an email introduction? In which cases is it appropriate? Whom should you copy? What information should you include/not include?

Meetings—in person

When do you arrive? How much time should you devote to small talk? How do you get started? How do you write an agenda? How much should you talk vs. listen? What should you NOT talk about at a meeting? How do you get back on topic when the conversation strays off? How do you end the meeting? How should you follow up?

Email Response

How quickly should you respond to an email? Do you have to respond to all emails? What should you never write in an email? When do you cc or bcc someone? How do you get someone to respond to you? How do you follow up when someone has not responded?

Gig Etiquette On Site

What do you do with you phone? Where do you put your stuff? What do you bring besides your case/music? What if something unexpected happens? How do you handle conversations before/after gig? How does this help you secure the next gig?

Payment

How do you accepting payment graciously? Which hand do you use? Where should you look? Should you open the check right away? How do you offer payment graciously? What words do you say when you accept or give payment? Is this the proper time to offer a business card? What if they forgot to pay you?

Seeing Opportunity

Consider your junk mail a treasure box. What performance opportunities can you find in the emails you regularly delete? University clubs, events, speeches, gallery openings, etc. are all events that someone else is doing the legwork to attract an audience...how can you turn that into a gig and that is mutually beneficial?

Ambassadorship

How can you best represent your presenter or organization? How do your dress, speech, attitude, and actions affect those with whom you are interacting? How does word get back to your presenter/organization about you?

How to Get People to Collaborate with You

Do you have an elevator pitch? How do you find common ground? How do communicate clearly what you want them to do? How do you make it as easy as possible for them to say yes and follow through?

Screw Ups

What do you do when you forgot to show up, put your foot in your mouth, insulted someone, or otherwise screwed up? Should you hope they ignore it? How and when do you apologize? What new opportunity does this provide you?

GUEST SPEAKERS AND COURSE TOPICS

Subject to modification

Monique Mead	Urgent vs. Important Strategies for Time Management
Lorna McGhee	Staying Centered under Stress Alexander Technique
Monique Mead J. David Creswell, PhD	Body Systems and Mindfulness What happens when we get nervous and what can we do about it?
Denis Colwell	Programming with the audience in mind
Monique Mead	Start with Why Discover the source of your motivation and turn it into a personal mission statement.
Dr. Marilyn Thomas	Score Analysis for Big-Picture Practicing
Craig Knox	Developing Mental Fortitude for Optimum Performance
Julie Evans	The Gray Zone Managing personal relationships with people in positions of power.
Jeanne Baxtresser	Preparing for Life after School Strategies and Planning
Jeanne Baxtresser	Part II with Q&A
Monique Mead	Crucial Conversations How to manage where emotions run strong and the stakes are high.
Lance LaDuke	The Practice Coach Strategies for success in the practice room
Stephen Neely	Movement in Music and Why it Matters Dalcroze Eurhythmics
Monique Mead	Life on the Road Practicalities to support concert life