Instructor:
Jenny E. Goelz
jgoelz@arts.ufl.edu
352-273-0340
Office: 213a
Office hours: Tuesday/Thursday 11am-12pm, or by appointment

Course Description/Purpose:
TPA 4601, Stage and Theatre Management, is a course for undergraduate School of Theatre and Dance students that introduces the concepts and techniques of stage management, explores practical application, and examines topics specific to the work of a stage manager.

Course Objectives and Student Outcomes:
• Obtain an understanding of stage management concepts and methods
• Acquire organizational, time management, and communication skills needed to manage a production
• Discover collaboration, problem solving, and team management within the theatrical creation process
• Gain transferable stage management skills including life management and leadership to apply to field of study or career path
• Enhance understanding and proficiency through practical application

Recommended Texts:

Required Materials:
• Access to a computer with Microsoft Word and Microsoft Excel programs
• Computer software with ability to convert documents to PDF files

Course Requirements:
• Full participation in all class discussions and activities
• Complete all assignments on time
• Be prepared to present and discuss your assignments each week
• Exercise respect and camaraderie as course material is explored

Attendance:
The success of this course is based on discussion and class participation. Attendance is vital. Only two (2) absences from class will be permitted without penalty. Each additional absence will lower your final grade one full letter. Arriving late or leaving class early will also have a negative impact on the participation component of your final grade. Three (3) late arrivals and/or early departures to/from class will count as one (1) absence. If you have planned absences this semester due to unavoidable conflicts, such as religious observances, you must inform me in writing by Wednesday, September 2, 2015. All requirements for class attendance, make-up assignments and other work in this course are consistent with university policies:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx
Classroom Behavior:
- All cell phones must be turned completely off during class. Texting is not permitted.
- Laptop computers and electronic notebooks are only to be used to enhance class projects or discussions. Surfing the Internet or completing homework for another class is not permitted.
- Disrespectful, threatening or disruptive behavior is not acceptable or appropriate.

University Policies and Additional Information:
Please view the Academic Calendar for important dates including holidays and drop/add deadlines:
https://catalog.ufl.edu/ugrad/current/Pages/adfall1516.aspx

Students are required to adhere to the UF Honor Code. Visit the Student Conduct and Honor Code website for policies on academic integrity and student conduct:
http://www.dso.ufl.edu/scr/process/student-conduct-honor-code/

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of the assessments are available to students at https://evaluations.ufl.edu/results/.

If you anticipate challenges related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. Students requesting accommodation for disabilities must first register with the Dean of Students Office. The Dean of Students Office will provide you with documentation. You must then provide me with the documentation when requesting accommodation. This documentation must be submitted prior to assignment deadlines. Note that accommodations are not retroactive. Please contact the Dean of Students Office as soon as possible. We can then plan on how to best coordinate accommodations:
http://www.dso.ufl.edu/drc/

UF's Counseling and Wellness Center is available to assist you. Please feel encouraged to reach out to them for assistance if needed:
Counseling and Wellness Center
3190 Radio Rd.
352-392-1575
www.counseling.ufl.edu/cwc/

Course Content/Outline:
Week 1  Introduction/Organizational Structure
Week 2  Stage Manager Definition
Week 3  Actors' Equity Association/Unions
Week 4  Prep Week/Time Management
Week 5  First Rehearsal
Week 6  Taping Ground Plan
Week 7-8  Rehearsal Process/Notation/Paperwork
Week 9  Dance, Opera and Non-Traditional Work Notation/Paperwork
Week 10  Technical and Dress Rehearsals/Paperwork
Week 11  Stage Manager's Role in Stage Combat, Automation and Special Effects
Week 12  Performance/Closing
Week 13  Safety Standards/Emergency Procedures
Week 14  Problem Solving
Week 15  Life Balance/Stress Management
Week 16  Resources/Application to Related Fields
Critical Dates:
A separate course schedule will be provided in class.

Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class Assignments</td>
<td>60%</td>
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<tr>
<td>Final Paper</td>
<td>20%</td>
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<tr>
<td>Class Participation</td>
<td>20%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
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The final course grade is based on the following percentages:

- A: 94-100%
- A-: 90-93%
- B+: 87-89%
- B: 84-86%
- B-: 80-83%
- C+: 77-79%
- C: 74-76%
- C-: 70-73%
- D+: 67-69%
- D: 64-66%
- D-: 60-63%
- E: 0-59%

Information on UF grading policies for assigning grade points can be found: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Assignment Guidelines:

- All written assignments must be typed using 12pt. Times New Roman font and 1 inch margins. (The font and margin guideline does not apply to stage management paperwork assignments such as prop lists, scene breakdowns etc).
- All assignments should be handed to instructor during the class period of the assignment due date or submitted via email as a PDF document to jgoelz@arts.ufl.edu.
- Assignments will be accepted until **4pm on the day they are due**. After that time an assignment will be considered late. Grades on late assignments will be lowered one (1) letter grade for each late day. Please note that it is perfectly acceptable to turn assignments in early.

*Please note: Information contained in this syllabus, other than the grade and absence policy, is subject to change with advance notice, as deemed appropriate by the instructor to enhance learning opportunities. Any changes will be clearly communicated.*