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School of Theatre and Dance at The University of Florida  
**Spring 2016 • Production & Performance • THE 4950 Stage Management**  
• 1 Credit Hour • McGuire Pavilion

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**Instructor:**

Jenny E. Goelz  
jgoelz@arts.ufl.edu  
352-273-0340  
Office: 213a  
Office hours: by appointment

**Meeting Time:**

To Be Arranged

**Meeting Room:**

To Be Arranged

**Course Description/Purpose:**

THE 4950: Production & Performance – Stage Management, is a course for undergraduate School of Theatre and Dance students that examines the application of stage management techniques and artistry by serving as a stage manager, assistant stage manager or production assistant.

**Course Objectives and Student Outcomes:**

- Refine organizational, time management and communication skills
- Explore the art of collaboration with artistic and production teams
- Further develop skills in project management design, paperwork development, leadership, cue calling, deck management and other aspects of stage management
- Examine the role of the stage manager as an artistic contributor to a production

**Agreement:**

All stage managers, assistant stage managers and production assistants are required to sign an agreement outlining expectations, production book contents, and specific requirements. Please email [jgoelz@arts.ufl.edu](mailto:jgoelz@arts.ufl.edu) to arrange a meeting time.

**Required Materials:**

- Access to a computer with Microsoft Word and Microsoft Excel programs
- Computer software with ability to convert documents to PDF files
- A Three-ring binder and divider tabs
- An email address and phone with voicemail capability that you check frequently
- A stage manager kit (optional)
- Closed toe and closed heel shoes (all rehearsals, performances and production related activities)

**Course Requirements:**

- Actively participate in all auditions, meetings, rehearsals, and performances for your production
- Be on site to facilitate/participate in Prep Week (week before 1<sup>st</sup> rehearsal)
- Complete all production paperwork specific to your production
- Facilitate the pre-rehearsal process through the closing of your production
- Communicate and collaborate with all members of the artistic and production team
- Exercise confidentiality as challenges and opportunities are explored
- Complete a production book
- Meet with advisor within 2 weeks of the closing of your production for a performance review meeting

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**Attendance:**

The success of this course and your assigned production is based on full stage management team participation. Attendance is vital. Unexcused absences are not permitted. Each unexcused absence will lower your grade one full letter. If you have planned absences this semester due to unavoidable conflicts, such as religious observances, you must inform me in writing two weeks prior to your absence. 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>

**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/sccr/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/](http://www.counseling.ufl.edu/cwc/)

**Grading:**

Project management (managerial, artistic, and technical achievement)	20%
Implementation of duties	20%
Communication and collaboration with artistic and production team	15%
Communication and collaboration with advisor and stage management team	15%
Personal Qualities and Professionalism	15%
Production Book	15%

The final course grade is based on the following percentages:

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

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A Grade = Outstanding

- Always collaborates in a positive manner
- Proven desire to learn and further develop skills
- Attends and actively participates in all prep week activities, meetings, rehearsals and performances
- Meets all deadlines
- Excels in leadership and time management
- Excellent written and verbal communication with artistic and production teams
- Consistently performs beyond the minimum requirements

B Grade = Above Average

- Collaborates in a positive manner
- Has a desire to learn and further develop skills
- Attends and actively participates in all prep week activities, meetings, rehearsals and performances
- Meets the majority of deadlines
- Strives toward strong leadership and time management
- Good written and verbal communication with artistic and production teams
- Aims to perform beyond the minimum requirements

C Grade = Average

- Usually collaborates in a positive manner
- Sometimes demonstrates a desire to learn and further develop skills
- Attends and actively participates in all prep week activities, meetings, rehearsals and performances
- Meets most deadlines
- Satisfactory leadership and time management
- Adequate written and verbal communication with artistic and production teams
- Mostly meets minimum requirements

D Grade = Below Average

- Rarely collaborates in a positive manner
- Little desire to learn and further develop skills
- Not available for prep week activities, meetings, rehearsals and performances
- Often fails to meet deadlines. Is often unprepared
- Little effort toward leadership and time management
- Poor written and verbal communication with artistic and production teams
- Meets some but not all minimum requirements

E Grade = Insufficient

- Fails to collaborate in a positive manner and disregards collaborators
- No desire to learn or further develop skills
- A pattern of absences or late arrivals for prep week activities, meetings, rehearsals and performances
- Fails to meet deadlines and/or work is unacceptable. Lacks preparation
- No effort toward leadership and time management
- Fails to communicate with artistic and production teams
- Does not meet the minimum requirements

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Information on UF grading policies for assigning grade points can be found:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

*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.*