

**Instructor:**

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352-273-0340  
Office: McGuire Pavilion, Rm 236  
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 principles 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 the organizational, time management, and communication skills needed to manage a production
- Discover collaboration, problem solving, and team management within the theatrical creation process
- Gain a set of transferable stage management skills that can be applied to any field of study or career path
- Refine understanding and proficiency through practical application

**Recommended Texts:**

- *A Survival Guide for Stage Managers* by Mary Ellen Allison (2011)
- *The Stage Manager's Tool Kit* by Laurie Kinckman (2013)

**Required Materials:**

- Access to a computer with Microsoft Word and Microsoft Excel programs
- Access to a computer with internet connectivity to access the course E-Learning site
- Computer software with the ability to convert documents to PDF files

**Course Requirements:**

- Full participation in all class discussions, activities and assignments
- 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 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, August 31, 2016**. 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 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/adfall1617.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 with disabilities requesting accommodations should first register with the Disability Resource Center by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

352-392-8565

<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/)

**Course Content/Outline:**

Week 1	Introduction/Organizational Structure
Week 2	Definition of a Stage Manager
Week 3	Actors' Equity Association/Unions
Week 4	Prep Week/Time Management
Week 5	First Rehearsal
Week 6	Taping the 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 & Resources/Application to Related Fields
Week 16	Final Project

**Critical Dates:**

A separate course schedule will be provided in class.

**Grading:**

Class Assignments	60%
Final Exam/Project	20%
Class Participation	20%
Total	100%

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%

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 follow MLA (Modern Language Association) style guidelines. (The MLA guidelines do not apply to stage management paperwork assignments such as prop lists, scene breakdowns etc). Purdue University's Online Writing Lab (OWL) is a terrific MLA resource. <https://owl.english.purdue.edu/owl/resource/747/01/>
- All assignments should be submitted via the course E-Learning site as PDF documents.
- Assignments will be accepted until **5pm on the day they are due**. After 5pm the assignment will be considered late. Grades on late assignments will be lowered one (1) letter grade for each late day.

*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.*