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School of Theatre and Dance at The University of Florida  
**Fall 2017 • Production Practicum • TPA 4946 Stage Management**  
• 1-3 Credit Hour(s) • McGuire Pavilion

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**Instructor:**

Jenny E. Goelz  
jgoelz@arts.ufl.edu  
352-273-0340  
Office: McGuire Pavilion, Rm 236  
Office hours: Monday/Wednesday from 11am-12pm, or by appointment

**Meeting Time & Meeting Room:**

To Be Arranged

**Course Description/Purpose:**

TPA 4946: Production Practicum – Stage Management, is a course for undergraduate School of Theatre and Dance (SoTD) students that examines the application of stage management techniques and artistry by serving as a stage manager, assistant stage manager or production assistant on a SoTD production.

**Course Objectives and Student Outcomes:**

- Demonstrate organizational, time management and communication skills
- Explore the art of collaboration with artistic and production teams
- Further refine 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
- Complete a production book

**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 & Expectations:**

- Actively participate in all auditions, meetings, rehearsals, and performances for your production
- Be on site to facilitate/participate in Prep Week (to be scheduled with Stage Management Advisor)
- Facilitate the pre-rehearsal process through the closing of your production
- Respectfully communicate and collaborate with all members of the artistic and production team
- Complete all production paperwork specific to your production
- Complete meeting minutes/notes, rehearsal reports/notes, and daily schedules as per the following:
  - Meeting minutes/notes: distribute within 72 hours of a production meeting
  - Rehearsal and performance reports/notes and daily schedules: distribute by 8am the following day (including weekends)
- Maintain a callboard and Basecamp page in collaboration with the Production Manager
- Foster teamwork, collaboration, and respect within the stage management team
- Delegate responsibilities to Assistant Stage Managers while providing support and assistance when needed

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- Maintain a safe rehearsal/performance environment and know University of Florida and School of Theatre and Dance emergency procedures
- Coordinate the stage management transition from the rehearsal room to the theatre
- Meet often and stay in constant communication with the entire stage management team and production manager to discuss upcoming events, challenges, paperwork, etc.
- Exercise time management skills with your SM production assignment, class work, additional production assignments, etc. Please remember talk to your advisor if you are feeling overwhelmed.
- Exercise confidentiality as challenges and opportunities are explored
- Sustain a favorable and proactive attitude
- Complete a production book
- Meet with Stage Management Advisor, Jenny Goelz within 2 weeks of the closing of your production for an evaluation meeting

**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 final 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 by Friday, August 25, 2017. 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/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/)

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**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%

**NOTE:** Your production book will be accepted until 5pm on the day that it is due (the Monday following the closing of your production). After 5pm your production book will be considered late. Your final course grade will be lowered by one (1) full letter grade for each day the production book is late.

**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
- Excels at paperwork creation and meets all paperwork deadlines
- Excels in leadership and time management
- Excellent written and verbal communication with artistic and production teams
- Consistently performs beyond the minimum requirements
- Completes a review meeting with faculty advisor within two weeks after the final performance
- Completes a professional quality production book that is turned in on time

**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 paperwork 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
- Completes a review meeting with faculty advisor within two weeks after the final performance
- Completes a well organized production book that is turned in on time
- Submitting the production book one (1) day late will result in lowering the final course grade of an "A" to a "B"

**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 half of paperwork deadlines
- Satisfactory leadership and time management
- Adequate written and verbal communication with artistic and production teams
- Mostly meets minimum requirements

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- Completes a review meeting with faculty advisor within two weeks after the final performance
- Completes an unorganized production book that is turned in on time
- Submitting the production book one (1) day late will result in lowering the final course grade of a “B” to a “C”
- Submitting the production book two (2) days late will result in lowering the final course grade of an “A” to a “C”

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 paperwork 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
- Fails to schedule a review meeting with faculty advisor within two weeks after the final performance
- Fails to complete production book or production book is submitted over three (3) days late.

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
- Fails to schedule a review meeting with faculty advisor within two weeks after the final performance
- Fails to complete production book or production book is submitted over four (4) days late.

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.*