

Instructor:

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

Course Description/Purpose:

TPA 4930, Advanced Stage Management, is a course for undergraduate School of Theatre and Dance students that is part seminar and advanced topics. The seminar portion serves as a forum for peer sharing and problem solving on current production assignments. Rotating topics are specific to the stage management profession and industry trends.

Course Objectives and Student Outcomes:

- To discuss and reflect on School of Theatre and Dance production assignments through weekly class discussions and Production Experience Presentations
 - Discussions should be honest, thoughtful, and reflective
 - Everyone in class should be open and supportive to viewpoints of fellow classmates and accepting of peer feedback
- To provoke self-examination of current stage management techniques and further development of individual style
- To develop self-marketing, networking, and interview skills necessary to enter and navigate the performing arts industry

Required Text:

- There are no required textbooks for this course.

Course Requirements:

- Full participation in all class discussions, activities, and assignments
- Complete all assignments listed in the syllabus on time
- Be prepared to present and discuss your assignments each week
- Participate in production assignment reflection discussions with an honest and respectful attitude
- Exercise confidentiality as production assignment challenges and opportunities are explored

Attendance:

The success of this course is based on discussion and class participation. **Attendance is vital.** Only one (1) unexcused absences from class will be permitted without penalty. Each additional unexcused 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. Two (2) late arrivals and/or early departures to/from class will count as one (1) unexcused absence. If you have planned absences this semester due to unavoidable conflicts, such as religious observances, you must inform me in writing by **Friday, January 19, 2018**. 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/adspring1718.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/

Course Outline:

Friday, January 12

- Introduction to Class Structure, Goals and Opportunities
- Reflection/Discussion: SoTD Production Assignments

Friday, January 19

- Reflection/Discussion: SoTD Production Assignments
- Finding Internship and Stage Management Opportunities

Friday, January 26

- Reflection/Discussion: SoTD Production Assignments
- Developing a Stage Management Resume

Friday, February 2

- Reflection/Discussion: SoTD Production Assignments
- Developing a Cover Letter

Friday, February 9

- Reflection/Discussion: SoTD Production Assignments
- Production Experience Presentation
 - *The Colored Museum*

Friday, February 16

- Reflection/Discussion: SoTD Production Assignments
- Networking and Self Marketing

Friday, February 23

- Reflection/Discussion: SoTD Production Assignments
- Interviews

Friday, March 2

- Reflection/Discussion: SoTD Production Assignments
- Interviews Continued

Friday, March 9

Spring Break - No Class

Friday, March 16

- TBD Guest or Course Project (Jenny at USITT)

Friday, March 23

- Reflection/Discussion: SoTD Production Assignments
- How to Document/Share/Present Production Work

Friday, March 30

- Reflection/Discussion: SoTD Production Assignments
- TBD

Friday, April 6

- Reflection/Discussion: SoTD Production Assignments
- Production Experience Presentation
 - *Luna Gale*

Friday, April 13

- Reflection/Discussion: SoTD Production Assignments
- Final Project Interview Scheduling
- TBD

Friday, April 20

- Production Experience Presentation
 - *The Beaux Stratagem*
- Senior Student's Words of Wisdom or Top 10 List Presentation
 - Optional (non-graded) opportunity for graduating students

Production Experience Presentations:

Presentation expectations and grading criteria to be presented and discussed in class.

Final Project

Develop and submit a cover letter and resume for a stage management internship or position advertised within the past 5 months. This must be an internship or position with a company that you have **not** previously submitted application materials to. Job advertisement, resume, and cover letter must be submitted via the course e-learning site 72 hours prior to your scheduled job interview. Grading criteria to be presented and discussed in class.

Grading:

Course/Production assignment discussion/participation	50%
Production experience presentation	25%
Final Project	25%
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>

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 in class and via email.