

Instructor:

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

Course Description/Purpose:

TPA 4930, Special Topics - Advanced Stage Management Seminar, is a repeatable 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.

Advanced topics may include: emergency procedures, first aid, CPR and AED certification, networking, self-marketing, cover letters and resumes, theatrical unions, touring, stage management technology, and adapting theatrical stage management techniques for opera. **The rotating advanced topic for Spring 2019 will be determined in collaboration with students during the initial class meeting time.**

Course Objectives and Student Outcomes:

- To discuss and reflect on School of Theatre and Dance production assignments through weekly class discussions and presentations.
- Additional objectives and outcomes will be developed in collaboration with students during the initial class meeting. Objectives/outcomes will be based on the chosen advanced topic for exploration.
- By the end of this course students will:
 - Continue to develop their own collaborative style
 - Develop skills as a discussion facilitator
 - Have the ability to generate meaningful questions to promote productive dialogue and peer exchange
 - Advance their own and their peers' level of problem solving from the perspective of a stage manager

Required Text:

- There are no required textbooks for this course.

Course Requirements:

- Full participation in all class discussions, activities, and assignments
- Complete all assignments on time
- Be prepared to present and discuss assignments each week
- Participate in production assignment reflection discussions with an honest and respectful attitude
- Everyone in class should be open and supportive to viewpoints of fellow classmates and accepting of peer feedback
- Exercise confidentiality as production assignment challenges and opportunities are explored

Course Assignments:

- **Advanced Topic Discussion Activities** (role as facilitator graded 3 times, 33% of grade)
 - Each student will assume the role of discussion facilitator at three points during the semester (to be determined after the class determines the advanced topic focus for the semester).
 - In preparation for each discussion, facilitators will post 3-4 questions for the class to consider (no later than the Wednesday by 5pm) to the course E-Learning site.
 - All students are assigned to prepare to address questions posed by facilitators.

- A grade sheet detailing facilitator guidelines and guidance on generating meaningful questions will be posted on the course E-Learning site during the second week of class.
- **SoTD Production Assignment Reflection/Discussion** (graded 3 times, 34% of course grade)
 - Each stage management team will choose topic(s) or event(s) relevant to the phase of their SoTD production assignment to reflect on and discuss each week.
 - If a student is not currently working on an SoTD production, they will choose a topic or event from a previous production or a current theatrical event to reflect on and discuss each week.
 - Each team will have up to 15 minutes to explore their topic.
 - Student engagement and participation will be assessed after weeks 4, 10 & 14 using the grade sheet and based on the guidelines posted on the course E-Learning site.
- **Interview, Research, or Production Experience Presentation** (1 presentation, 33% of the course grade)
 - To be determined after the class determines the advanced topic focus for the semester.
 - A grade sheet detailing assignment parameters and a grading breakdown will be posted on the course E-Learning site during the first week of class.

Grading:

Advanced topic assignment discussion activities	33%
Production assignment reflections/discussions	34%
Interview, Research, or Production experience presentation	33%
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>

Attendance:

The success of this course is based on discussion and class participation. **Attendance is vital.** Only one (1) unexcused absence 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. A late arrival after the initial ten minutes of class equals an absence. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

Classroom Behavior:

- Cell phones should be used for emergency purposes only.
- 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/adspring1819.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/

Course Outline (Outline to be adjusted and refined after the class determines advanced topic focus):

Friday, January 11

- Introduction to Class Structure, Goals, and Opportunities
- Determine Advanced Topic Semester Focus

Friday, January 18

- Reflection/Discussion: SoTD Production Assignments

Friday, January 25

- Reflection/Discussion: SoTD Production Assignments

Friday, February 1

- Reflection/Discussion: SoTD Production Assignments

Friday, February 8

- Reflection/Discussion: SoTD Production Assignments

Friday, February 15

- TBD Production Experience Presentation
 - 1st Spring Production

School of Theatre and Dance at The University of Florida
Spring 2019 • Special Topics - Advanced Stage Management Seminar • TPA 4930
Friday • 11:45am-1:40pm • 1 Credit Hour • McGuire Pavilion, Room 219

Friday, February 22

- Reflection/Discussion: SoTD Production Assignments

Friday, March 1

- TBD Production Experience Presentation
 - 2nd Spring Production

Friday, March 8

Spring Break - No Class

Friday, March 15

- Reflection/Discussion: SoTD Production Assignments

Friday, March 22

- TBD – Instructor at USITT
- Reflection/Discussion: SoTD Production Assignments

Friday, March 29

- Reflection/Discussion: SoTD Production Assignments

Friday, April 5

- TBD Production Experience Presentation
 - 3rd Spring Production

Friday, April 12

- Reflection/Discussion: SoTD Production Assignments

Friday, April 19

- TBD Production Experience Presentation
 - Final Spring Production
- Senior Student's Words of Wisdom or Top 10 List Presentation
 - Optional (non-graded) opportunity for graduating students

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 the course E-Learning site.