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School of Theatre and Dance at The University of Florida  
**Fall 2019 • Production Practicum • TPA 4946 Stage Management**  
• 1-3 Credit Hour(s) • McGuire Pavilion

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**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

**Weekly Meeting Time & Meeting Room:**

Individual mentoring meetings to be arranged with course instructor during the first week of the semester. The meetings are separate from the design/production meetings, rehearsals, and performances outlined in the production calendar link below.

**Weekly Course Schedule (Production Calendar):**

The link below allows you to sort by production, status and location.  
<https://tinyurl.com/19-20ProdCalSOTD>

**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
- Consider how technology can support and advance traditional stage management practices
- Foster inclusive and safe rehearsal and performance spaces
- Examine the role of stage manager as an artistic contributor to a production
- Complete a production book (digital, hardcopy or combination of both)

**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 ability to convert documents to PDF files
- A three-ring binder and divider tabs or digital organizational method (to be approved by instructor)
- 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)
- Assistant Stage Managers and Stage Managers in G6 Studio and the Black Box Theatre should wear clean black clothing free of writing and logos during dress rehearsals and performances. This includes long black pants, long sleeve black shirts, black socks and black shoes.

**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:

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- 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 while providing support and assistance when needed
- Maintain an inclusive and 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 instructor if you are feeling overwhelmed.
- Exercise confidentiality as challenges and opportunities are explored
- Sustain a favorable and proactive attitude
- Complete a production book (digital, hardcopy or combination of both)
- Meet with Stage Management Instructor, Jenny Goelz within 2 weeks of the closing of your production for a reflection 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. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

**University Policies and Additional Information:**

Please view the Academic Calendar for important dates including holidays and drop/add deadlines: <https://catalog.ufl.edu/UGRD/dates-deadlines/>

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code ([sccr.dso.ufl.edu/process/student-conduct-code/](http://sccr.dso.ufl.edu/process/student-conduct-code/)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the course instructor.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at [gatorevals.ua.ufl.edu/students/](http://gatorevals.ua.ufl.edu/students/). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [gatorevals.ua.ufl.edu/public-results/](http://gatorevals.ua.ufl.edu/public-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 (352-392-8565, [dso.ufl.edu/drc](http://dso.ufl.edu/drc)) by providing appropriate documentation. Once registered, you will receive an accommodation letter which must

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be presented to me when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

UF's Health and Wellness Resources are available to assist you. Please feel encouraged to reach out for assistance if needed:

- **U Matter, We Care:** If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [umatter.ufl.edu/](http://umatter.ufl.edu/) to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit [counseling.ufl.edu/](http://counseling.ufl.edu/) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit [shcc.ufl.edu/](http://shcc.ufl.edu/).
- **University Police Department:** Visit [police.ufl.edu/](http://police.ufl.edu/) or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [ufhealth.org/emergency-room-trauma-center](http://ufhealth.org/emergency-room-trauma-center).

Additional Academic Resources include:

- **E-learning technical support:** Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- **Student Complaints On-Campus:** [sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/](http://sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/).

**Grading:**

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

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- 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/UGRD/academic-regulations/grades-grading-policies/>

*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 via the course E-Learning site.*