
School of Theatre and Dance at The University of Florida
Spring 2020 • Advanced Stage Management Seminar • TPA 4931
Friday • 11:45am-1:40pm • 1 Credit Hour • McGuire Pavilion, Room 219

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 4931, 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.

Course Objectives and Student Outcomes:

Seminar Portion:

- To discuss and reflect on School of Theatre and Dance production assignments through weekly class discussions.
- 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 and assistant stage manager.

Advanced Topic Portion:

- To acquire an introductory understanding of Actors' Equity Association (AEA) and the AEA LORT Rulebook. The concentration of this topic is on the practical use and application of AEA resources and the rulebook from the perspective of an AEA stage manager.
- Explore the relationship between AEA stage managers, the AEA union, producers, directors, AEA actors, and non-AEA actors.
- By the end of this course students will:
 - Have the ability to navigate AEA resources including actorsequity.org, resources in the AEA document library, and the AEA LORT Rulebook.
 - Achieve clarity in communicating AEA information with collaborators.
 - Develop a creative and interactive presentation focusing on AEA rules and information.

Required Text:

- All reading materials will be provided through actorsequity.org and the course E-Learning site

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 and current event 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.

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Course Assignments:

- **SoTD Production Assignment Reflection/Discussion**
(Role as facilitator and discussion participant graded)
 - Students are assigned to facilitate discussions based on their current SoTD Production Assignments. The goal of the discussions is to explore challenges, best practices, and foster solution-oriented dialogue with peers. Productions in rehearsal and performance will be prioritized for longer discussion. Students may provide additional information to support discussion from other sources. Examples may include a recently published article, media reference, etc.
 - In preparation for the weekly discussions, student facilitators will post topics and related questions for the class to consider to the course E-Learning site (no later than the Thursday prior to each class discussion at 5pm).
 - Student facilitators are defined as stage manager or assistant stage manager assigned to a SoTD production. A schedule of weekly facilitators will be posted on the E-Learning site.
 - All students are assigned to prepare to address questions posed by facilitators.
 - A grade sheet detailing facilitator and participant guidelines will be posted on the course E-Learning site.

- **AEA Readings/Discussion**
 - All AEA readings and discussions will take place as a class during scheduled class periods. Students are expected to:
 - Bring printouts or an electronic device to access readings each week.
 - Fully engage in reading sections out loud, commit to working through contractual language, and to participate in discussions prompted by instructor or peers.
 - Promote class dialogue and ask questions if anything is unclear.
 - A grade sheet with additional details will be posted on the course E-Learning site.

- **AEA Interactive Game Project** (to be accomplished as a class)
 - Develop a board game, game show, or other type of interactive activity focusing on AEA LORT Rule #51 Rehearsal, Performance, and Other Work Related Rules, Rule #64 Stage Managers and Assistant Stage Managers, and other AEA facts or trivia.
 - Find 5-10 AEA members and/or SoTD students, faculty, and staff that could potentially be employed under a current/future AEA contract (actors or stage managers) and invite them/confirm their participate. The game will take place on Friday, April 17 during class.
 - Consider your audience/participants when developing your game or interactive activity. Plan for a variety of skill levels.
 - A grade sheet further detailing assignment parameters and a grading breakdown will be posted on the course E-Learning site.

Grading:

SoTD Production Assignment Reflections/Discussions	35%
AEA Readings/Discussions	35%
AEA Interactive Game Project	30%
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%

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Information on UF grading policies for assigning grade points can be found:
<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

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/UGRD/academic-regulations/attendance-policies/>) 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. You are encouraged to bring a laptop or tablet to class to access course materials.
- 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/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/) 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.aa.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/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, 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, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.

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- Counseling and Wellness Center: Visit 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/.
- University Police Department: Visit 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.

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.
- Student Complaints On-Campus: sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/.

Course Outline:

Friday, January 10

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

Friday, January 17

- Reflection/Discussion: SoTD Production Assignments
- About Actors' Equity: In Class Reading/Discussion
 - Equity at a Glance
 - History
 - Constitution and Bylaws

Friday, January 24

- Reflection/Discussion: SoTD Production Assignments
- About Actors' Equity: In Class Reading/Discussion
 - Contracts & Codes
 - Diversity & Inclusion
 - Equity News Magazine

Friday, February 31

- Reflection/Discussion: SoTD Production Assignments
- About Actors' Equity: In Class Reading/Discussion
 - Pros and Cons of joining Equity
 - EMC Program

Friday, February 7

- Reflection/Discussion: SoTD Production Assignments
- About Actors' Equity: In Class Reading/Discussion
 - Stage Manager Documents
 - Understanding Harassment Resources
 - Deputy Resources

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Friday, February 14

- Reflection/Discussion: SoTD Production Assignments
- AEA LORT Rulebook: In Class Reading/Discussion
 - Preamble
 - Recognition
 - #1 Actor's Obligation to Equity
 - #18 Definitions
 - #13 Company Categories
 - #55 Salaries

Friday, February 21

- Reflection/Discussion: SoTD Production Assignments
- AEA LORT Rulebook: In Class Reading/Discussion
 - #51 Rehearsal, Performance, and Other Work-Related Rules

Friday, February 28

- Reflection/Discussion: SoTD Production Assignments
- AEA LORT Rulebook: In Class Reading/Discussion
 - #51 Rehearsal, Performance, and Other Work-Related Rules

Friday, March 6

Spring Break - No Class

Friday, March 13

- Reflection/Discussion: SoTD Production Assignments
- AEA LORT Rulebook: In Class Reading/Discussion
 - #64 Stage Managers and Assistant Stage Managers

Friday, March 20

- Reflection/Discussion: SoTD Production Assignments
- AEA LORT Rulebook: In Class Reading/Discussion
 - Students determine LORT rule(s) to explore in class

Friday, March 27

- Reflection/Discussion: SoTD Production Assignments
 - Class Working Session – AEA Game Project

Friday, April 3

- Reflection/Discussion: SoTD Production Assignments
 - Class Working Session – AEA Game Project

Friday, April 10

- Reflection/Discussion: SoTD Production Assignments
 - Class Working Session – AEA Game Project

Friday, April 17

- AEA Game Project Interactive Presentation