

Instructor:

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352-273-0340

Zoom Office hours: Monday/Wednesday 11am-12pm, or by appointment

Zoom Class Link: <https://ufl.zoom.us/j/91354656077?pwd=V0dIWjBvWXFOSVc5K01YS3NMSVJTQT09>

Zoom Office Hours Link: <https://ufl.zoom.us/j/99971346518?pwd=VmRzOWRwd0JlakpJWVRlckZOakNydz09>

Course Description/Purpose:

TPA 4601, Stage and Theatre Management, is a course for undergraduate School of Theatre and Dance students that introduces the principles and techniques of stage management, explores practical application, and examines topics specific to the work of a stage manager.

Course Objectives and Student Outcomes:

- Obtain an understanding of stage management concepts and methods
- Acquire the organizational, time management, and communication skills needed to manage a production
- Discover the collaboration, problem solving, and team management qualities necessary to facilitate all phases of production
- Gain a set of transferable stage management skills that can be applied to any field of study or career path
- Refine understanding and proficiency through discussion and coursework

Required Texts:

- *The Stage Manager's Tool Kit* (2nd Edition) by Laurie Kinckman (2017)
- Additional readings to be provided via canvas

Suggested Texts:

- *Stage Management Theory as a Guide to Practice, Cultivating a Creative Approach* (1st Edition) by Lisa Porter and Narda E. Alcorn (2020)

Required Materials:

- Access to a computer with Microsoft Word and Microsoft Excel programs and/or Google Docs (using UF email credentials)
- Access to a computer with internet connectivity to access the course Canvas site and Zoom
- Computer software with ability to convert documents to PDF files

Course Fees:

- Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of approved courses and fees is published in the [schedule of courses](#) each semester. The UF schedule of courses lists \$109.70 as the additional fee 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 your assignments each week
- Exercise inclusivity and be open to viewpoints of fellow classmates as course material is explored

Hybrid Course 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 by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class. Excused absences are consistent with university policies in the undergraduate catalog and require appropriate documentation. [Click here to read the university attendance policies.](#)

The majority of this course will be taught online in both synchronous and asynchronous modes. It is anticipated that the course will convene in person for two or three sessions. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing [COVID-19 symptoms](#), please use the [UF Health screening system](#) and follow the instructions on whether you are able to attend class.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

Online Class Recording:

Class sessions may be audio or visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

University Policies and Additional Information:

Please [click here to view the Academic Calendar](#) for important dates including holidays and drop/add 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 specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code.](#) 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 instructor or TAs in this class.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner.](#) 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.bluer.com/ufl/. [Summaries of course evaluation results are available to students here.](#)

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 who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. [Click here to get started with the Disability Resource Center.](#) 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:

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

Additional Academic Resources include:

- Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- [Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)
- On-Line Students Complaints: [View the Distance Learning Student Complaint Process.](#)

Course Content/Outline:

Tuesday, September 1

- Introduction to class structure, objectives and outcomes
 - Stage Management for theatre, dance, and other types of live performance
 - Working through a production from prep through closing
 - School of Theatre and Dance stage management opportunities
 - Scripts for exploration and paperwork creation

Thursday, September 3

- Organizational structures
 - Types and sizes of companies
 - Who's who, who reports to whom
 - Full time versus per contract staff
 - Union affiliations

Tuesday, September 8

- Personal qualities and traits of a successful Stage Manager
- The Stage Manager's artistic contribution
- Fostering a successful stage management team relationship
- Communication approach
- COVID-19 impacts on Stage Management

Thursday, September 10

- Actors' Equity Association (AEA) and American Guild of Musical Artists (AGMA)
- TBD Zoom AEA Trivia Game

Tuesday, September 15

- The selection process
 - How a season gets selected and why
 - Considerations prior to and after the decision
 - Assembling the design and production team
 - The design process
 - Budgeting

Thursday, September 17

- Time management
- Paperwork layout and design (TBD available as Asynchronous Module)
- Pre-Production/Prep Week (TBD available as Asynchronous Module)
 - Task list
 - Delegating/supporting the SM team

Tuesday, September 22

- Pre-Production/Prep week continued
 - Becoming familiar with the play or work
 - Meeting the Director or Choreographer and Design/Production Team
 - Preparing to meet the performers
 - Paperwork (TBD available as Asynchronous Module)
 - Auditions (TBD available as Asynchronous Module)

Thursday, September 24

No Class – students encouraged to attend SoTD Town Hall

Tuesday, September 29

- Assembling the Prompt/Production Book (TBD available as Asynchronous Module)

Thursday, October 1

- First day of rehearsal
 - Welcoming and arranging people
 - Fostering a safe and inclusive environment
 - Meet & greet
 - Company business meeting
 - Read-through

Tuesday, October 6

- Anti-racist stage management commitment and practices

Thursday, October 8

- TBD conversation with guest stage manager, Arysbell Figueredo
- How to read a ground plan and taping out the set (TBD available as Asynchronous Module)

Tuesday, October 13

- TBD In class ground plan taping exercise

Thursday, October 15

- Blocking for Theatre (TBD available as Asynchronous Module)
- Notation for Dance (TBD available as Asynchronous Module)

Tuesday, October 20

- TBD In class blocking/notation exercises

Thursday, October 22

- Collaborating with the artistic and production team during the rehearsal process
 - Facilitating rehearsals
 - Shop walks
 - Production meetings
 - Callboards/Hotlines/UF Basecamp and other online project management resources
 - Updating paperwork and the importance of documentation and timing
 - Daily rehearsal notes (reports) and daily schedules (TBD available as Asynchronous Module)

Tuesday, October 27

- Preparing for Technical Rehearsals
 - Load-in/safety taping
 - Prop tables
 - Presets/running notes/shift plots (TBD available as Asynchronous Module)
 - Integrating crew
 - Shift rehearsals/quick change rehearsals

Thursday, October 29

- How to facilitate technical rehearsals as a Stage Manager and Assistant Stage Manager
 - Types of technical rehearsals
 - Set and costume changes
 - Calling techniques
 - Cue lights, monitors and headsets (TBD available as Asynchronous Module)

Tuesday, November 3

- Continue discussion on how to facilitate technical and dress rehearsals as a Stage Manager and Assistant Stage Manager

Thursday, November 5

- The Stage Management team's role in stage combat and the use of prop weapons

Tuesday, November 10

- Performances and maintaining the production beyond opening
 - Previews
 - Communicating with Front of House
 - Understudies
 - Photo calls
 - Performance reports

Thursday, November 12

- How to handle emergency situations
 - School of Theatre and Dance emergency procedures

Tuesday, November 17

- Production closing or transfer
- Tools of the trade (TBD available as Asynchronous Module)

Thursday, November 19

- Problem solving and challenging people. Working through a difficult situation

Tuesday, November 24

- Stress Management
- Balance for Stage Managers
 - Does it exist?
 - Setting boundaries
 - Yes to the person, No to the task?

Thursday, November 26

Thanksgiving Break – No class

Tuesday, December 1

- Tools and resources for a career in Stage Management
- The application of Stage Management skills to related fields in the arts and beyond

Thursday, December 3

- Final Project Introduction: The Stage Management Olympics

Tuesday, December 8

- Final Project: The Stage Management Olympics

Assignments & Deadlines:

Read	Chapter 1: Avenues of Communication (pgs 5-22)	Due: Tuesday, September 8
Submit	Definition of a Stage Manager Paper	Due: Tuesday, September 8
Read	Actor's Equity Association Reading	Due: Thursday, September 10
Read	Provided Plays (2)	Due: Tuesday, September 15
Present	Play Research Project	TBD Due: Tuesday, September 15
Read	Chapter 2: Principles of Document Design (pgs 23-42)	Due: Thursday, September 17
Read	Chapter 3: Pre-Production (pgs 43-86)	Due: Tuesday, September 22
Submit	Season Planning Paper	Due: Thursday, September 22
Read	Chapter 4: The Prompt Book (pgs 87-111)	Due: Tuesday, September 29
Read	Chapter 5: Rehearsals (pgs 114-118)	Due: Thursday, October 1
Submit	Scene Breakdowns: Listed & Chart/Grid	Due: Thursday, October 1
Read	Anti-Racism Readings	Due: Tue, October 6
Read	Chapter 5: Rehearsals (pgs 118-139)	Due: Tuesday, October 13
Participate	Canvas Discussion (Topic TBD)	TBD Due: Thursday, October 15
Read	Chapter 5: Rehearsals (pgs 140-163)	Due: Thursday, October 22
Read	Chapter 6: Technical Rehearsals (pgs 165-209)	Due: Tuesday, October 27
Submit	Calendar & Daily Schedule	Due: Thursday, October 29
Submit	Props List & Sound Plot	Due: Thursday, November 5
Read	Chapter 7: Performances (pgs 211-235)	Due: Tuesday, November 10
Participate	Canvas Discussion (Topic TBD)	TBD Due: Thursday, November 12
Read	Chapter 8: Next Steps (pgs 237-244)	Due: Tuesday, November 17
Submit	Difficult SM or Work Experience Paper	Due: Tuesday, November 24
Participate	Canvas Discussion (Topic TBD)	TBD Due: Tuesday, December 1
Present/Submit	Final Project: The Stage Management Olympics	Due: Wednesday, December 16 From 5:30p-7:30p (during scheduled final via zoom)

Grading:

Class Assignments	60%
Final Project	20%
Class Participation	20%
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>

Assignment Guidelines:

- All written assignments must follow MLA (Modern Language Association) style guidelines. (The MLA guidelines do not apply to stage management paperwork assignments such as prop lists, scene breakdowns etc). Purdue University's Online Writing Lab (OWL) is a terrific MLA resource. <https://owl.english.purdue.edu/owl/resource/747/01/>
- All assignments should be submitted via the course Canvas site as PDF documents.
- Submitted assignments (non-reading) will be accepted until **5pm on the day they are due**. After 5pm the assignment will be considered late. Grades on late assignments will be lowered one (1) letter grade for each late day. Reading assignments are due at 9:35am on the day they are due.

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 Canvas site.