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School of Theatre and Dance at The University of Florida  
**Spring 2021 • Production Practicum • TPA 4946 Stage Management**  
1-3 Credit Hour(s)

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**Instructor:**

Jenny E. Goelz  
jgoelz@arts.ufl.edu  
352-273-0340

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

Zoom office hour link:

<https://ufl.zoom.us/j/99971346518?pwd=VmRzOWRwd0JlakpJWVRlckZOakNydz09>

**Weekly Meeting Time & Meeting Room:**

Individual mentoring meetings to be arranged with course instructor during the first week of the semester. The meetings will take place via zoom (link above) and they 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/SoTDSpring21ProdCal>

**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 collaborative relationship between stage managers and other members of the artistic and production team
- 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 rehearsal and performance spaces
- Practice UF/SoTD health and safety procedures
- Examine the role of stage manager as an artistic contributor to a production
- Complete a digital production book

**Suggested Texts:**

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

**Required Materials:**

- Access to a computer with Google Docs (using UF email credentials) and/or Microsoft Word and Microsoft Excel programs
- Access to a computer with internet connectivity to use the course Canvas site and web based platforms including Zoom, SignUpGenius, Google Drive, Basecamp, etc.
- Computer software with ability to convert documents to PDF files
- An email address and phone with voicemail capability that you check frequently
- Closed toe and closed heel shoes (all in person rehearsals and production related activities)

**Course Requirements & Expectations:**

- Actively participate in all auditions, meetings, rehearsals, and performances for your production
- Facilitate/participate in Prep Week (to be scheduled with Stage Management Advisor)

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---

- Facilitate the pre-rehearsal process through the closing of your production
- Communicate and collaborate with all members of the artistic and production team in a timely, specific, and thoughtful way
- Complete all production paperwork specific to your production
- Complete meeting minutes/notes, rehearsal reports/notes, and daily schedules as per the following:
  - Meeting minutes/notes: distribute within 48 hours of a production meeting
  - Rehearsal and performance reports/notes and daily schedules: distribute by 8am the following day (including weekends)
- Maintain an online callboard and Basecamp page in collaboration with the Production Manager
- Foster teamwork and collaboration 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
- 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
- Complete a digital production book
- 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 by 5%. Two (2) unexcused late arrivals and/or early departures 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.](#)

**COVID-19:**

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.
- [Click here to access additional SoTD COVID Guidelines.](#)

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School of Theatre and Dance at The University of Florida  
**Spring 2021 • Production Practicum • TPA 4946 Stage Management**  
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---

**Recording:**

Class sessions (rehearsals) may be audio visually recorded for students to refer back and for 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 unmute 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 (rehearsal), 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/](http://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](mailto: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](#).

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School of Theatre and Dance at The University of Florida  
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---

Additional Academic Resources include:

- Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto: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](#).

**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%
Digital Production Book	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 digital 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 productive 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 digital production book that is turned in on time

**B Grade = Above Average**

- Collaborates in a productive 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

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School of Theatre and Dance at The University of Florida  
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---

- 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 digital 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 productive 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 digital 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 productive 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 digital production book or production book is submitted over three (3) days late.

E Grade = Insufficient

- Fails to collaborate in a productive 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
- 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/>

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*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 Canvas site.*