

Instructor:

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352-273-0340

Office Location: Nadine McGuire Theatre & Dance Pavilion, 2nd floor, Rm 236

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

Zoom Office Hours Link: <https://ufl.zoom.us/j/99971346518?pwd=VmRzOVRwd0JlakpJWVRlckZOakNydz09>

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 leadership and 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 prep beyond UF to enter and navigate the performing arts industry.
- By the end of this course students will:
 - Know where to find internship/job opportunities and how to craft their own opportunities.
 - Develop a cover letter and resume.
 - Obtain self-marking, networking, and interview skills.
 - Discuss social movements and current events relevant to the performing arts and their impact on Stage Managers.

College of the Arts (CoTA) Meta-Strategy 2021-2025: Systemic Resilience:

Course discussions will center our College Meta-Strategy

The University of Florida College of the Arts intends to be a transformative community, responding to and generating paradigmatic shifts in the arts and beyond. We do so by:

- Embracing the complexity of our evolving human experience and seeking to empower our students and faculty to shape that experience fearlessly through critical study, creative practice, and provocation.
- Collaborating effectively with the forces of change.
- Preparing students to access and unsettle centers of power in a radically changing world.
- Facilitating an arts education that will position emerging artists and researchers as catalysts for equity on local and global levels.

Required Text:

- All reading materials will be provided through the course Canvas site.

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
- 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 \$0.00 as the additional fee for this course.

Course Requirements & Expectations:

- 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 with an honest and open attitude.
- Everyone in class should be open to listening to viewpoints of fellow classmates and accepting of peer feedback.
- Exercise confidentiality as production assignment challenges and opportunities are explored.

COVID-19:

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
 - 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.
 - Hand sanitizing stations will be located in every classroom.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
 - 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.
 - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend

campus activities when withheld from campus will be referred to the Dean of Students Office.

- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

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.](#)

Accommodations:

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.

Course Evaluation:

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.](#)

Student Conduct Code:

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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Conduct Code.](#) If you have questions or concerns, please consult the instructor.

University Policies and Additional Information:

Please [click here to view the Academic Calendar](#) for important dates including holidays and drop/add deadlines.

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 [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) 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 the Student Health Care Center website.](#)

Fall 2021 • Advanced Stage Management Seminar • TPA 4931

Friday • Periods 5 & 6 (11:45am-1:40pm) • 1 Credit Hour • McGuire Pavilion, Room 219

- *University Police Department:* [Visit UF Police Department website](#) 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; [Visit the UF Health Emergency Room and Trauma Center website](#).

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.
- *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 Outline:

Week 1 – Friday, August 27:

- Introduce course goals and opportunities
- Develop class agreement/commitment
- Reflect and discuss SoTD production assignments

Week 2 – Friday, September 3:

- Reflect and discuss SoTD production assignments
- Finding or crafting internship and Stage Management opportunities

Week 4 – Friday, September 10:

- Reflect and discuss SoTD production assignments
- Developing a Stage Management resume

Week 5 – Friday, September 17:

- Reflect and discuss SoTD production assignments
- Developing a cover letter

Week 6 – Friday, September 24:

- Reflect and discuss SoTD production assignments
- Networking and self-marketing

Week 7 – Friday, October 1:

- Reflect and discuss SoTD production assignments

Week 8 – Friday, October 8:

No class – UF Homecoming

Week 9 – Friday, October 15:

- Reflect and discuss SoTD production assignments
- Interviews

Week 10 – Friday, October 22:

- Reflect and discuss SoTD production assignments
- Interviews continued

Week 11 – Friday, October 29:

- Reflect and discuss SoTD production assignments
- How to document/share/present Stage Management work

Week 12 – Friday, November 5:

- Social movement or current events presentation/conversation

Week 13 – Friday, November 12:

- Social movement or current events presentation/conversation

Week 14 – Friday, November 19:

- Social movement or current events presentation/conversation

Week 15 – Friday, November 26:

No class – UF Thanksgiving Break

Week 16 – Friday, December 3:

- Discuss final interview project
- Student's choice to revisit a previous topic or explore a new topic

Final Interview Project:

Wednesday, December 15 from 8pm-10pm (scheduled final for course)

Course Assignments:

- **SoTD Production Assignment Reflection/Discussion**
(Role as facilitator and discussion participant assessed)
 - 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 Canvas site (no later than the Thursday prior to each class discussion at 5pm).
 - Student facilitators are defined as stage manager or deck stage manager (assistant stage manager) assigned to a SoTD production in prep, rehearsal, or performance.
 - All students are assigned to prepare to address questions posed by facilitators.

- **Social Movement or Current Events Presentation/Discussion Facilitator**
(Role as facilitator and discussion participant assessed)
 - During the second half of the semester each student is assigned to present and facilitate a conversation based on impacts of a social movement on the performing arts or a performing arts related current events article (of your choice). The article must have been published within 6 months of the class session. You may also include additional relevant information from another source.
 - In preparation for the discussion, facilitators will post the article and 2-4 questions for the class to consider to the course E-Learning site (no later than the Friday before the discussion at 5pm).
 - All students are assigned to prepare to address questions posed by facilitators.

- **Final Project**
 - Develop and submit a cover letter and resume for a stage management internship or position advertised within the past 6 months. This must be an internship or position with a company that you have **not** previously submitted application materials to. Position advertisement, resume, and cover letter must be submitted via the course e-learning site 72 hours prior to your scheduled job interview. Grading criteria to be presented and discussed in class.

Grading:

SoTD Production Assignment Reflections/Discussions & Course Conversations	40%
Social Movement or Current Events Presentation/Discussion	20%
Final Project	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/UGRD/academic-regulations/grades-grading-policies/>