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School of Theatre and Dance at The University of Florida  
**Fall 2022 • Production Practicum • TPA 4946 Stage Management**  
1-3 Credit Hour(s)

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**Instructors:**

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Office Location: Nadine McGuire Theatre & Dance Pavilion, 2 <sup>nd</sup> floor, Rm 236	Office Location: Yon Hall, Ben Hill Griffin Stadium, Gate 15
Zoom/In-person Office Hours: Monday/Wednesday 11am-12pm, or by appointment	Office Hours: Tuesday/Thursday 11am-12pm, or by appointment
Zoom Office Hours Link: <a href="https://ufl.zoom.us/j/99971346518?pwd=VmRzOWRwd0JlakpJWVRlckZOakNydz09">https://ufl.zoom.us/j/99971346518?pwd=VmRzOWRwd0JlakpJWVRlckZOakNydz09</a>	Zoom Office Hours Link: TBC

**Weekly Meeting Time & Meeting Room:**

Individual mentoring meetings to be arranged with course instructor(s) during the first week of the semester. The meetings will take place in-person or via zoom 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://pages.propared.com/p/filters/34314/kYQxbToe4zpU6DjOV5mmce43WcoxQHUSK8kXRT0h0s#schedule&layout=calendar>

**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, Deck Stage Manager, or Production Assistant on a SoTD production.

**Course Objectives and Student Outcomes:**

By the end of this course students will:

- 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, facilitating technical rehearsals, cue calling, deck management, and other aspects of stage management
- Consider how technology can support and advance traditional stage management practices
- Foster inclusive and people centered spaces
- Practice UF/SoTD health and safety procedures
- Examine the role of stage manager as an artistic contributor to a production
- Complete a physical or digital production book

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

Stage Management team mentoring conversations will often center on 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.

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- 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.

**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 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 \$137.50 as the additional fee for this course.

**Course Requirements & Expectations:**

- Meet with Stage Management Advisor(s) prior to Prep Week to review syllabus, goals, schedule, and resources.
- Actively participate in all auditions, meetings, rehearsals, and performances for your production
- Facilitate/participate in Prep Week (to be scheduled with Stage Management Advisor)
- Facilitate the pre-rehearsal process through the closing of your production
- Communicate and collaborate with all members of the artistic and production team with a timely, productive, and people centered approach
- 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 (excluding day of rest)
- Maintain a 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 advisor 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 production book
- Meet with Stage Management Advisor(s) within 2 weeks of the closing of your production for a reflection meeting

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**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. Your first unexcused absence will lower your final grade by 5%. The second unexcused absence will lower your final grade by 15%. The third unexcused absence will lower your final grade by 30%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Excused absences are consistent with university policies in the undergraduate catalog and require appropriate documentation. [Click here to view UF attendance policies.](#)

**Accommodations:**

If you anticipate challenges related to the format or requirements of this course, please meet with us. We 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(s) 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.bluera.com/ufl/](http://ufl.bluera.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(s).

**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](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.
- *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.](#)
- *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.](#)

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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).
- *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.

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**Grading:**

Project Management & Leadership	18%
Communication & Collaboration	18%
Individual & SM Team Goals	18%
Implementation of Responsibilities	18%
Striving for Excellence	18%
Production Book	10%
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%

**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 an inclusive and productive manner
- Proven desire to learn and further develop skills
- Attends and actively participates in all prep week activities, meetings, rehearsals, and performances
- Excels in people centered leadership and time management
- Excels at paperwork creation and meets paperwork deadlines
- Excellent written and verbal communication with artistic and production teams
- Consistently strives for excellence and performs beyond the minimum requirements
- Completes a reflection meeting with faculty advisor(s) within two weeks after the final performance
- Completes a portfolio quality digital production book that is turned in on time

**B Grade = Above Average**

- Collaborates in an inclusive and 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
- Strives toward strong human centered leadership and time management
- Good written and verbal communication with artistic and production teams
- Aims to perform beyond the minimum requirements
- Completes a reflection meeting with faculty advisor(s) 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 an inclusive and 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

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- Adequate written and verbal communication with artistic and production teams
- Mostly meets minimum requirements
- Completes a reflection 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 an inclusive and 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 reflection meeting with faculty advisor(s) 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 reflection meeting with faculty advisor(s) 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 instructors to enhance learning opportunities. Any changes will be clearly communicated via the course Canvas site.*