
School of Theatre and Dance at The University of Florida
Fall 2022 • Stage Management Individual Study • THE 4905
1 Credit Hour

Instructor:

Jenny E. Goelz (pronouns: she/hers)

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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=VmRzOWRwd0JlakpJWVRlckZOakNydz09>

Course Description/Purpose:

This individual study course addresses an identified topic within the field of stage management. The course is used by students to research and obtain knowledge that is not part of an offered course in the stage management curriculum.

Course Objectives and Student Outcomes:

Upon completion of this course, students will:

- Identify and propose a topic for research or investigation
- Determine and facilitate realistic project goals
- Develop topic specific methodology
- Incorporate acquired knowledge in a research paper, document, presentation, or tangible product
- Present progress and outcomes to course instructor

Course Requirements & Expectations:

- Proposal form to be submitted to course instructor during the first two weeks of classes for approval. Include:
 - Proposed topic related to the field of stage management
 - Goals and learning outcomes
 - Research/investigation timeline
 - Self-assessment plan
- Meet with course instructor on a regular basis to discuss progress
- Meet project deadlines
- A final research paper, document, presentation, or tangible project to be submitted to course instructor by the last day of classes

Required Text:

- There are no required textbooks for this course.

Required Materials:

- Access to a computer with Microsoft Word 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 Attendance:

Students are expected to meet with course instructor in-person or via zoom a minimum of four times throughout the semester.

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 instructors 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/. [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](#).
- *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](#)

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[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 & 2: Topic Proposal Due (including goals & learning outcomes; research/investigation timeline; self-assessment plan)
- Week 2 & 3: Instructor Review & Feedback Meeting
- Week 4 & 5: Methodology & Timeline Review Meeting
- Week 8: Progress Meeting
- Week 12: Progress Meeting
- Week 16: Final research paper, document, presentation, or tangible project to be submitted to course instructor by the last day of classes including student self-assessment

Grading:

Proposal Form	15%
Meetings with Instructor	20%
Submitted Paper/Project	50%
Student Self-Assessment	15%
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/>