

Instructor:

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Office Location: Yon Hall, Room 124B at Ben Hill Griffin Stadium (between Gates 14 & 15)

Office Hours: Tuesday/Thursday 11:00am-12:00pm, or by appointment

Zoom Office Hours Link: <https://ufl.zoom.us/j/4637927309>

Course Description/Purpose:

TPA 4601, Stage 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:

Upon completion of this course, students will:

- Obtain an understanding of stage management concepts and methods
- Acquire the organizational, time management, and communication skills needed to manage a production
- Discover collaboration, problem solving, and team management within the theatrical creation process
- Have an awareness of how stage managers intentionally and can unconsciously influence process
- Achieve confidence in contributing to class discussions with a thoughtful and productive approach
- Gain a set of transferable skills that are applicable beyond stage management
- Refine understanding and proficiency through practical application

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

Course discussions will 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.
- 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 Texts:

- *The Stage Manager's Tool Kit* (3rd Edition) by Laurie Kinckman (2021)
- Additional readings and plays to be provided via Canvas or by the course instructor

The plays and dance works we examine in this course may contain difficult material including (but not limited to) sexual violence, racial violence, self-harming behavior, mental health struggles, physical violence, and coarse language. Please connect with me in person or via email if you feel that you are unable to read/watch or engage in discussion and assignments for a specific play/dance work. I would like us to discuss alternate arrangements to ensure your full participation in the course.

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
- 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

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.

GatorEvals 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(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, 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 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, January 9

- Introductions
- 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

Thursday, January 11

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

Tuesday, January 16

- Time management

Thursday, January 18

- Actors' Equity Association and American Guild of Musical Artists

Tuesday, January 23

- Developing your individual Stage Management approach
- The Stage Manager's artistic contribution
- Fostering stage management team relationships
- Communication approach

Thursday, January 25

- Script discussion

Tuesday, January 30

- What happens prior to Stage Managers joining a production?
- Becoming familiar with the play or work
- Paperwork layout and design

Thursday, February 1

- Pre-Production/Prep week continued
 - Task list
 - Delegating/supporting the SM team
 - Meeting the Director or Choreographer and Design/Production Team
 - Paperwork

Tuesday, February 6

- Pre-Production/Prep week continued; Start Discussion on the Prompt Book
 - Auditions
 - Preparing to meet the performers
 - Assembling the prompt/production book

Thursday, February 8

- How to read a ground plan and taping out the set

Tuesday, February 13

- Notation for Theatre & Musical Theatre
 - Tips on recording blocking and choreography
 - In class blocking exercises

Thursday, February 15

- Notation for Dance
 - What to record/notate
 - In class notation exercise

Tuesday, February 20

- TBA – Notation exercises or in-class groundplan taping exercise

Thursday, February 22

- First day of rehearsal
 - Welcoming and organizing people
 - Fostering inclusive environments and brave vs. safe spaces
 - Meet & greet
 - Company business meeting
 - Read-through

Tuesday, February 27

- Collaborating with the artistic and production team during the rehearsal process
 - Facilitating rehearsals
 - Daily rehearsal notes (reports) and daily schedules
 - Shop walks
 - Production meetings
 - Callboards/Hotlines/UF Basecamp and other online project management resources

Thursday, February 29

- Collaborating with the artistic and production team during the rehearsal process
 - Updating paperwork
 - Importance of documentation and timing

Tuesday, March 5

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

Thursday, March 7

- Topic TBD

SPRING BREAK – March 9 - 16

Tuesday, March 19

- Problem solving and challenging people
- Working through a difficult situation
- Facilitating critical conversations

Thursday, March 21

- Managing stress
- Setting boundaries

Tuesday, March 26

- Preparing for Technical Rehearsals
 - Load-in/safety taping
 - Prop tables
 - Presets/running notes/shift plots
 - Integrating crew
 - Shift rehearsals/quick change rehearsals

Thursday, March 28

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

Tuesday, April 2

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

Thursday, April 4

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

Tuesday, April 9

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

Thursday, April 11

- Production closing or transfer

Tuesday, April 16

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

Thursday, April 18

- TBD – Current topics in stage management or guest speaker

Tuesday, April 23

- Student option to revisit a previous discussion, explore a new topic

Friday, May 3 (10:00 am – 12:00 pm) – FINAL EXAM/PROJECT

Assignments & Deadlines:

Read and Post:	
Organizational Structure	Due: Thursday, January 11
Time Management	Due: Tuesday, January 16
Actors' Equity Association	Due: Thursday, January 18
Chapter 1: Avenues of Communication (pp. 5-25)	Due: Tuesday, January 23
Provided Play	Due: Thursday, January 25
Chapter 2: Principles of Document Design (pp. 27-46)	Due: Tuesday, January 30
Chapter 3: Pre-Production (pp. 47-77; 85-93)	Due: Thursday, February 1
Chapter 3: Pre-Production (pp. 77-85, Auditions)	Due: Tuesday, February 6
Chapter 4: The Prompt Book (pp. 95-122)	
Chapter 5: Rehearsals (pp. 123-149)	Due: Thursday, February 22
Chapter 5: Rehearsals (pp. 149-183)	Due: Tuesday, February 27
Intimacy Direction & Prop Weapons	Due: Tuesday, March 5
Problem-Solving and Difficult Conversations	Due: Tuesday, March 19
Stress Management/Setting Boundaries	Due: Thursday, March 21
Chapter 6: Technical Rehearsals (pp. 185-238)	Due: Tuesday, March 26
Emergency Situations	Due: Thursday, April 4
Chapter 7: Performances (pp. 239-265)	Due: Tuesday, April 9
Chapter 8: Next Steps (pp. 237-244)	Due: Thursday, April 11
Submit:	
Definition of a Stage Manager Paper	Due: Tuesday, January 16
Dramaturgy/Play Research	Due: Thursday, January 25
Prep Week Task List	Due: Tuesday, February 13
Notation Exercise	Due: Thursday, February 29
Daily Schedule, Rehearsal Report, Performance Report Templates	Due: Tuesday, March 7
Character/Scene Breakdown	Due: Thursday, March 28
Prop List	Due: Tuesday, April 16
Script Tech Analysis	Due: Tuesday, April 23
Final Exam/Paper	Due: Friday, May 3
<p>Stage Management Shadowing Experiences - DUE: 2 weeks after shadowing</p> <p>Observation Reflections for the following:</p> <ul style="list-style-type: none"> • Rehearsal (Shadow SM Team) • Technical Rehearsal (Shadow SM) • Performance (Shadow DSM) <p><i>Note:</i> <i>Shadowing experiences should be scheduled at least a week in advance through the course instructor (via email). A schedule of available dates to be posted on the course E-Learning site. Only one student can shadow per rehearsal or performance. Shadowing cannot take place on an opening night.</i></p> <p><i>Performance Shadowing Attire: Wear clean black clothing free of writing and logos. This includes long black pants, long sleeve black shirts, black socks and black shoes. Shoes should be soft-soled, closed heel and closed toe.</i></p>	

Grading:

Submitted/Presented Class Assignments	60%
Reading Discussions & Posts/Class Participation	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/ugrad/current/regulations/info/grades.aspx>

Assignment Guidelines:

- All written assignments should follow APA (American Psychological Association) style guidelines. (The APA 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 APA resource.
<https://owl.english.purdue.edu/owl/resource/747/01/>
- **Submitted assignments (non-reading) will be accepted until 11:59 pm on the day they are due.** After 11:59 pm the assignment will be considered late. Grades on late assignments will be lowered one (1) letter grade for each late day. **Reading assignments/discussion posts are due by 8:00 am on the day they will be discussed in class.**

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.