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School of Theatre and Dance at The University of Florida  
**Fall 2024 • Production Practicum • TPA 4946 Stage Management**  
1-3 Credit Hour(s)

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We are delighted to welcome many new faces to our School of Theatre and Dance Stage Management community this semester! Each team will be assigned a primary advisor. This is the instructor you will meet with weekly. We recognize that questions and needs arise outside of our office hours and scheduled meeting times. You are welcome to contact either of us with questions via email or in person. We will share our cell numbers for urgent and time sensitive communication.

**Instructors:**

Jenny E. Goelz <a href="mailto:jgoelz@arts.ufl.edu">jgoelz@arts.ufl.edu</a> 352-273-0340	Tom Zhang <a href="mailto:zhangs3@ufl.edu">zhangs3@ufl.edu</a> 352-273-0512
Office Location: Nadine McGuire Theatre & Dance Pavilion, 2 <sup>nd</sup> floor, Rm 236	Office Location: Nadine McGuire Theatre & Dance Pavilion, 2 <sup>nd</sup> floor, Rm 222
Zoom/In-person Office Hours: Monday/Wednesday 11am-12pm, or by appointment	Office Hours: Monday/Wednesday 9-11 am, 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: <a href="https://ufl.zoom.us/j/3669416963">https://ufl.zoom.us/j/3669416963</a>

**Weekly Meeting Time & Meeting Room:**

We will arrange team or individual mentoring meetings during the first week of the semester or before production prep (if prep begins before 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. The attachments tab at the top of the calendar links to individual production calendars that include full rehearsal specifics.

<https://pages.propared.com/p/filters/52347/CZILePcuikngm7r5pJslPa6VbdKPfljxGyZmfFHk3II#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, you will:

- Demonstrate organizational, time management, and communication skills.
- Develop collaborative relationship between stage managers and other members of the artistic and production team.
- Carry out stage management tasks in higher proficiency, such as project management design, paperwork development, leadership, facilitating technical rehearsals, cue calling, deck management, and other aspects of stage management.
- Evaluate how technology can support and advance traditional stage management practices.
- Demonstrate inclusive and people-centered mindset and practices.
- Apply UF/SoTD health and safety procedures to production practices.
- Demonstrate the role of stage manager as an artistic contributor to a production.
- Complete a physical or digital production book and a written self-assessment.

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

Our 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.
- 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:**

- *The Stage Manager's Tool Kit* (3<sup>rd</sup> Edition) by Laurie Kincman (2021)
- *Stage Management Theory as a Guide to Practice, Cultivating a Creative Approach* (2<sup>nd</sup> Edition) by Lisa Porter and Narda E. Alcorn (2024)

**Required Materials:**

If you anticipate challenges with the materials required for this course, please meet with us. We may be able to help provide 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, Signup Genius, Google Drive, Basecamp, etc.
- Computer software with the ability to convert documents to PDF files.
- UF 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).
- Clean black clothing free of writing and logos for dress rehearsals and performances. This includes long black pants, long sleeve black shirts, black socks, and black shoes. Shoes should be non-marking, closed heal, and closed toe.

**Course Fees:**

- Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in 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.

**Attendance:**

The success of this course and your assigned production is based on the entire stage management team's 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 Requirements & Expectations:**

You will actively engage in all phases of production. UF School of Theatre and Dance productions typically include six production phases: 1.) Prep/Pre-Production; 2.) Rehearsals; 3.) Pre-Tech & Onset Rehearsals; 4.) Crew Orientation, Tech & Dress Rehearsals; 5.) Performances; 6.) Closing. The type, scale, and scope of the production you are working on determines the length of each phase and if the phases will be implemented in a linear way. The weekly mentoring meetings with your advisor are critical in tailoring exceptions to your specific production. The expectations below apply to all phases of production:

- Meet often and stay in constant communication with the entire stage management team and advisor to discuss upcoming events, challenges, paperwork, etc.
- Communicate and collaborate with all members of the artistic and production team with a timely, specific, productive, and people-centered approach.
- Explore teamwork and collaboration within the stage management team.
- Foster inclusive and people-centered rehearsal/performance environments.
- Exercise time management skills with your SM production assignment, class work, additional production assignments, etc. Please remember to talk to your advisor if you are feeling overwhelmed.
- Be mindful of discretion as challenges and opportunities are explored.
- Delegate responsibilities while providing support and assistance when needed.
- Be familiar with University of Florida and School of Theatre and Dance emergency procedures.
- Complete all production paperwork specific to your production.
- Maintain a callboard and Basecamp page in collaboration with the Production Manager.

The additional expectations and requirements below are broken down into production phases:

#### Prep/Pre-Production

- Meet with advisor to review syllabus, goals, schedule, production book expectations, and resources.
- Attend the initial concept meeting, mid-point design presentation and final design presentation for your production (if assigned prior to or during the design process).
- Develop a prep task list three days before stage management prep activities. Ask your advisor to review the list and provide feedback prior to the start of prep activities. Prep period to be scheduled with advisor.
- Initiate an SM team drive folder, organize the files and folder structure, and send to advisor for review.
- Complete items on the prep task list. Review all paperwork and templates with advisor prior to first usage.
- Actively participate in auditions, call backs, and casting (theatre productions only).

#### Rehearsals

- Facilitate all rehearsals for theatre productions. Facilitate all rehearsals starting with spacing rehearsals for dance productions.
  - The full SM team should arrive 30-60 minutes in advance of each rehearsal to prep rehearsal space(s).
  - The full SM team should support end of rehearsal activities for 30-60 minutes following rehearsals to reset rehearsal space and complete production paperwork.
    - The last SM team in the building will confirm that all studios and theatres are locked, and the lights are turned off.
  - During the rehearsal phase SM team goals include but are not limited to starting rehearsal, calling breaks, and ending rehearsal; blocking notation; tracking and organizational paperwork; rehearsal scene changes; introducing/organizing rehearsal scenery, props and

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furniture, and rehearsal costumes; line notes; collaborating with the artistic team; communicating about the process.

- Lead the company business meeting and Company Liaison election at first rehearsal for theatre productions or during the dedicated meeting time for dance productions.
- Facilitate dramaturgy and design presentations at first rehearsal or during the dedicated time for dance productions.
- A daily schedule and rehearsal report should be issued for each rehearsal. They should be distributed via email and the daily should be posted on the callboard by 8am the following day (excluding day of rest).
- Attend and actively participate in production meetings. Publish meeting notes within 48 hours of each meeting.
- A member of the SM team should facilitate shop walks at least once a week. Larger productions may require daily shop walks.
- A draft preset list, run sheet, and costume change plot should be sent to advisor the day of the first run-through in the rehearsal space.

#### Pre-Tech & Onset Rehearsals

(building on the expectations listed in the rehearsal section above)

- The SM team should be familiar with the theatre, all moving elements, and safety procedures prior to first onset rehearsal.
- Complete safety taping, prop table layout, confirm parking spaces, and quick-change areas prior to first onset rehearsal.
- A SM team member should tour the theatre with the Company Liaison before the first onset rehearsal.
- The stage manager should schedule and facilitate paper tech for theatre productions or connect with lighting designer to obtain cues for dance productions prior to tech.
- Transfer spike marks from rehearsal studio and create a spike map.
- Communicate headset and cue light needs.

#### Crew Orientation, Tech & Dress Rehearsals

(building on the expectations listed in the rehearsal section above)

- Facilitate crew orientation and crew watch.
- During tech and dress rehearsals the SM team goals include but are not limited to: starting tech and dress rehearsal, calling breaks, and ending tech and dress rehearsal; using communication tools to keep everyone informed about goals, next steps, holds, etc.; implementing artistic goals and responding to new ideas generated during tech; executing established health and safety protocols; establishing/documenting cue calls and deck tracks.
- Keep in mind that tech and dress rehearsals are also rehearsals for the stage management team. Remember to talk to your advisor if you have questions or are overwhelmed. An advisor will attend every tech and dress rehearsal.
- Update run and tracking paperwork and send to advisor the day of crew orientation/crew watch and each tech/dress rehearsal.

#### Performances

- Sustain creative vision established by the director or choreographer.
- During performances, the SM team goals include but are not limited to calling the production and/or managing the deck; providing notes to performers and crew; communicating with house management, putting-in understudies and swings; navigating crew inconsistencies.
- A daily schedule and performance report should be issued for each performance. They should be distributed via email by 8am the next day and the daily journal posted on the callboard.

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#### Closing

- Remove spike marks, post paperwork specific to your production, clean out personal and production specific items on mezzanine.
- Submit your production book by 5pm the Monday following the closing of your production.
- Complete self-reflection assessment and submit it to advisor 48 hours prior to reflection meeting.
- Upload stage management files to OneDrive in an organized folder structure.
- Meet with advisor within 2 weeks of the closing of your production for a reflection meeting.

#### **Grading:**

The goal for this course is to prioritize what is learned over a final letter mark. Grades are based on student-led self-reflection and assessment.

Some students hyper focus on assigned grades leading to unintentional de-prioritization of learning outcomes. Fear about what points an instructor will assign for a specific stage management activity can lead to avoiding decisions and critical conversations jeopardizing the student's ability to achieve excellence in stage management. Student-led assessment recognizes that everyone begins and ends up at a different place, faces different opportunities and challenges through their production assignments, and has individualized goals they are working toward.

We aim to create an environment that embraces genuine learning through openness, trust, vulnerability, and deep engagement. We will provide detailed feedback in person during weekly advising meetings and sometimes daily during individual note sessions following critical rehearsals. Our weekly advising meetings will also focus heavily on your self-reflections.

At the end of your production assignment, you will complete a written self-assessment that will include open-ended prompts. The final prompt will ask what letter grade you would give yourself. We will discuss your self-assessment during the final reflection meeting, and we will collaboratively determine your final grade.

The self-assessment prompts will be posted on the course canvas site during the first week of classes.

Note that unexcused absences and not turning in your production book will impact your grade. See the attendance policy on page 2. 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.

If you do not submit your final written self-assessment (due 48 hours prior to meeting w/ advisor) and/or you do not meet with your advisor within 2 weeks of the closing of your production a letter grade of D will be assigned.

We recognize that we all make mistakes and situations arise beyond our control leading to occasional missed deadlines. If you find yourself in this position, please reach out to us via email. We are open to adjusting deadlines and exploring accommodations.

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.*

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**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.bluer.com/ufl/](http://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(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](#).

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.