

**Instructor:**

Tom Zhang (pronouns: he/him)

[zhangs3@ufl.edu](mailto:zhangs3@ufl.edu)

352-273-0512

Office Location: Nadine McGuire Theatre & Dance Pavilion, 2<sup>nd</sup> floor, Rm 222

Zoom Office Hours: Tuesday/Thursday 9-11am, or by appointment

**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.
  - Can 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 management team member.

**Advanced Topic Portion:**

- By the end of this course students will be able to:
  - Apply the time management practices and tools introduced in higher proficiency
  - Create a Tech Schedule for both plays and musical theatres by assembling information
  - Create a Weekly Rehearsal Schedule in a relatively complex scenario
  - Recall the scheduling process of a multi-production organization

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

Course discussions will also 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:** assigned reading/viewing on E-learning.

**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 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

**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.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.

**University Policies and Additional Information:**

---

School of Theatre and Dance at The University of Florida  
**Spring 2025 • Advanced Stage Management Seminar • TPA 4931**  
Friday • Periods 6 & 7 (12:50-2:45pm) • 1 Credit Hour • McGuire Pavilion, Room 219

---

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.

School of Theatre and Dance at The University of Florida  
**Spring 2025 • Advanced Stage Management Seminar • TPA 4931**  
 Friday • Periods 6 & 7 (12:50-2:45pm) • 1 Credit Hour • McGuire Pavilion, Room 219

**Course Outline:**

**Note: READ** means the reading listed is due before that class; **ASSIGN** means the instructor will announce and explain the assignment in-class; **DUE** means the assignment is due before class on that day. All dates here are subject to change, check Canvas for actual due dates.

DATE	TOPIC	ASSIGNMENT
Fri, 1/17	Course Introduction, Expectations Intro to Scheduling & Time Management Topic	ASSIGN: Peer Observation Assignment ASSIGN: Resume & Cover Letter Assignment
Fri, 1/24	Production Discussion: Cheyanne Time Management Tools: SM Team Prep List, Calendar, Email	
Fri, 1/31	Production Discussion: Lauren Special Topic: SM Job Interviews	<b>DUE:</b> Resume & Cover Letter <b>READ/VIEW:</b> SM Interview Articles & Videos
Fri, 2/7	Production Discussion: Quinn Scheduling Basics: Fittings, Meetings, Dailies, etc.	
Fri, 2/14	Production Discussion: Cheyanne Scheduling: Weekly Schedule for a Musical	ASSIGN: Weekly Schedule Assignment
Fri, 2/21	Production Discussion: Lauren Scheduling: Tech Schedule for Straight Plays & Dance	
Fri, 2/28	Production Discussion: Quinn Scheduling: Tech Schedule for Musicals	ASSIGN: Tech Schedule Assignment
Fri, 3/7	<b>CLASS CANCELLED for USITT</b>	
Fri, 3/14	Discuss: USITT Experience Scheduling: Big Pictures by Jenny Goelz	<b>DUE:</b> Weekly Schedule Assignment
Fri, 3/21	<b>SPRING BREAK</b>	
Fri, 3/28	Production Discussion: Dori Alumni Update Day	
Fri, 4/4	Production Discussion: Dori Scheduling: Rotating Rep and more TBD Guest	
Fri, 4/11	Discuss: Peer Observation Experience In-class Working Day for Tech Schedule	<b>DUE:</b> Peer Observation Assignment
Fri, 4/18	End of Year Celebration: Senior Top 10!	<b>DUE:</b> Tech Schedule

**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 assigned to a SoTD production in prep, rehearsal, or performance.
- All students are assigned to prepare to address questions posed by facilitators.
  
- **Participation and Attendance**
  - Readings and videos will be assigned and discussions will take place as a class during scheduled class periods. Students are expected to:
  - Complete readings/viewings prior to class each week.
  - Engage in discussion based on the agreement/commitment developed by the class and posted on Canvas during the first meeting time.
  
- **Weekly Schedule and Tech Schedule Assignments**
  - Students will be given certain scenarios to create a weekly rehearsal schedule and a tech schedule to practice scheduling skill. See Canvas for specific instructions.
  
- **Peer Observation Assignment**
  - Observing your peers at work is not only a vital peer support and community building action, but also gives you chance to learn from your peer stage managers.
  - Each student is required to attend and observe at least 2 important rehearsals of any show that you're not in, including: First Rehearsal & Design Presentation, Crew Watch, and any Tech & Dress Rehearsal.
  - After each observation, complete a Peer Observation quiz on Canvas. These are short reflections that allow you to summarize what you've learned from the experience.
  
- **Resume & Cover Letter Assignment**
  - Each student is required to submit their up-to-date resume and cover letter, as preparation for the job interview class, as well as your own job-searching.

**Grading:**

SoTD Production Assignment Reflections/Discussions & Course Conversations	30%
Peer Observation Assignment	10%
Resume & Cover Letter Submission	10%
Participation & Attendance	20%
Scheduling Assignments	30%
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/>