Instructor Information:

Tom Zhang (pronouns: he/him; prefer to be called "Tom")
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Office Location: Nadine McGuire Theatre & Dance Pavilion, 2nd floor, Rm 222
Office Hours: Mon/Wed 9-11am, or by appointment

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 Learning Outcomes:

Upon completion of this course, students will:

1. Recall essential stage management **concepts** and **procedures**.
2. Describe stage managers' **roles and responsibilities** in different stages of production.
3. Carry out specific **tasks** using methods learned, such as measuring & taping ground plan, designing paperwork, recording blockings, prompting lines, etc.
4. Apply the fundamental **organizational, time management, teamwork, and communication** skills to production work.
5. Discuss good practices for **collaboration, problem-solving, and leadership** within the theatrical production process.
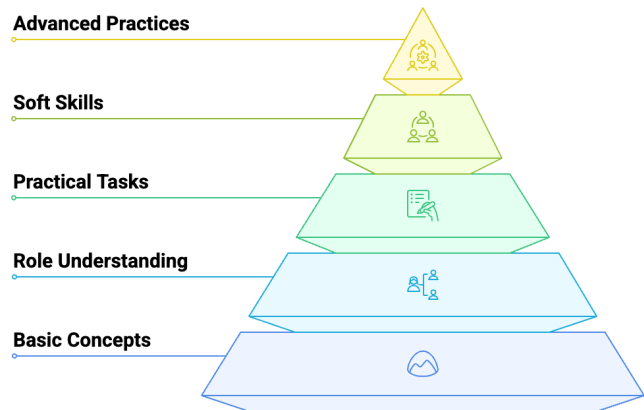
Required Texts:

- *The Stage Manager's Tool Kit* (4th Edition) by Laurie Kincman (2024)
- *Sweat* (DPS Version) by Lynn Nottage
- Additional readings to be provided via canvas or by the course instructor

Required Materials:

- Access to a laptop computer with internet connectivity and functional trackpad/mouse to use Google Docs & Sheets (using UF email credentials) and course Canvas site
  - Please bring it to every class unless otherwise instructed
- An Architect Scale Ruler
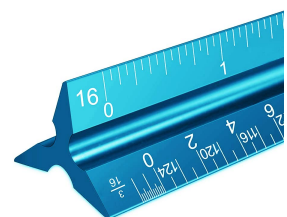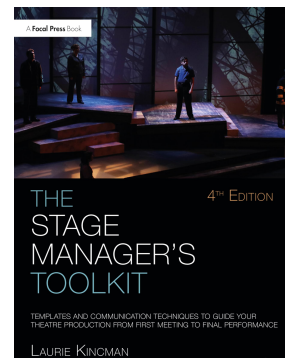
Course Requirements:

- Full **participation** in all class discussions, activities, and assignments
- Complete all readings and assignments **on time**
- Be prepared to engage in teamwork with a **collaborative** mindset and active **communication**
- Exercise **inclusivity** and be **open** to viewpoints of fellow classmates as course material is explored
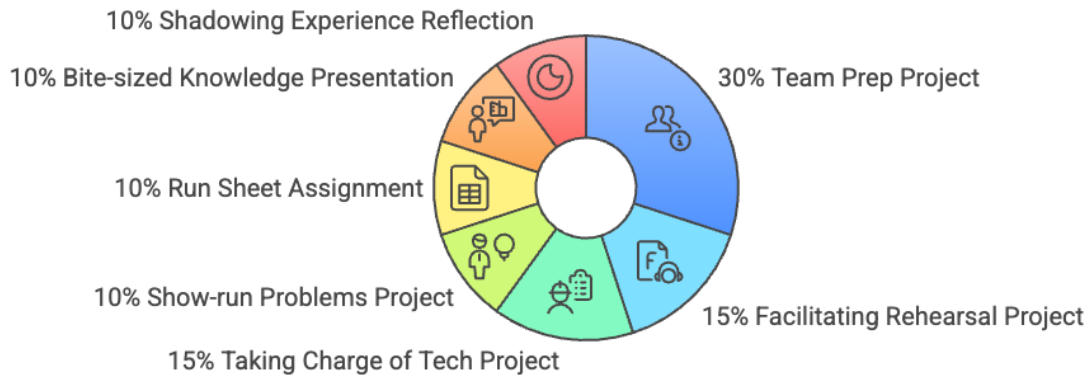
Assignment Guidelines:

- All instructor-graded assignments will be accepted until **12:50pm on the day they are due**. After 12:50pm the assignment will be considered late. Grades on late assignments will be lowered one (1) letter grade for each late day. Reading assignments are due at 12:50pm on the day they are due.
- Expectations for **collaboration** in course assignments:
  - For group projects: you're allowed and encouraged to **proofread** each other's work and give **feedback** to each other. It's part of your group's task to assign tasks fairly and reasonably to everyone, to complete projects together.
  - For individual assignments: you must complete them on your own by only using the required script, textbook, and given samples.
- **AI Policies**:
  - You're allowed to explore using generative AI tools in completing paperwork assignments, but you must proofread the content and hold yourself accountable for the final product.
  - Please write a note "Assisted by AI" in your paperwork when you use such tools.
  - Your shadowing reflection paper should not use AI tools.

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.](#)

Assignments and Grading (subject to change):

10% Shadowing Experience Reflection
10% Bite-sized Knowledge Presentation
10% Run Sheet Assignment
10% Show-run Problems Project
15% Taking Charge of Tech Project
15% Facilitating Rehearsal Project
30% Team Prep Project

"Team Prep" Project (30%): students will be assigned to groups of 3 to complete an **Information Access System** that contains **several pieces of paperwork** created by yourselves and given documents. The outcomes will be tested in the last class of the module in the format of a **Jeopardy** contest and a peer-review session. This project is self-graded based on reflections in the process and a self-evaluation at the end.

"Facilitating Rehearsal" Project (15%): students will continue to work in groups of 3 to complete a **portfolio containing several pieces of paperwork**, including daily schedules, rehearsal reports, rehearsal "run sheet", and blocking notation pages. The outcomes of each group will be showcased in the last class of the module. This project is self-graded based on self-reflections.

"Taking Charge of Tech" Project (15%): students will continue to work in groups of 3 to complete **several pieces of paperwork**, including: backstage plot, scripts for running tech/dress, call scripts, and a costume change plot. The outcomes of each group will be showcased in the last class of the module. This project is self-graded based on self-reflections.

"Show-run Problems" Project (10%): students will continue to work in groups of 3 to **design a problem scenario** during show run. In the last class of the module, each group will work on solving another group's problem. This project will be graded based on given rubrics.

Run Sheet Assignment (10%): Create a Run Sheet for the designated part of *Sweat*. Submit modified version by addressing the notes received on the first submission. This assignment will be graded based on given rubrics.

Bite-sized Knowledge Presentation (10%): Each student will sign up for a date to do a **mini lecture** (about 5 minutes) about a specific principle of one of the soft skills relevant to stage management or production work. This assignment will be graded based on given rubrics.

Shadowing Experience Reflection Assignment (10%): Shadow one stage management team for one regular rehearsal and one tech rehearsal for one of the theatre productions this semester. The observation should last a minimum of 2 hours. Write a response paper about each of the observation experience. This assignment will be graded based on given rubrics.

- The "self-graded" assignments above adopt a grading philosophy called "**Ungrading**", which grants you ownership over your own grade, while allowing the instructor to focus more on giving feedback.
- You'll complete a series of self-reflection and self-evaluation to assign yourself a grade letter for those projects, and the instructor will approve or modify the grade based on your work and reflections.
- All assignments will have more detailed and comprehensive instructions on Canvas.

The final course grade will be calculated using your grade for each project and the percentages above.

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%

Class Schedule (Subject to Change):

Note: 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
Thu, 8/21	Course Introduction, Syllabus Overview 6 Phases of Production & SM Duties Overview SoTD Stage Management Opportunities	ASSIGN: Show Shadowing assignment ASSIGN: Bite-sized Knowledge Presentation
	Module 1: Team Prep	
Tue, 8/26	Given Circumstances, Team Management & Time Management	ASSIGN: Team Prep Project
Thu, 8/28	Document Design & SM Paperwork	
Tue, 9/2	File Organization & SM Prompt Book	
Thu, 9/4	Script Analysis and Character/Scene Breakdown	
Tue, 9/9	Reading Design Files & Room Arrangement	
Thu, 9/11	Floor Taping in-class Exercise	
Tue, 9/16	Team Prep Jeopardy & Peer Review	DUE: Team Prep Project
	Module 2: Facilitating Rehearsal	
Thu, 9/18	First Rehearsal Mock Rehearsal 1 - Table Work	ASSIGN: Facilitating Rehearsal Project
Tue, 9/23	Communication Approaches & Report-writing	
Thu, 9/25	Blocking Notation for Theatre & Dance	
Tue, 9/30	Facilitate Rehearsal Mock Rehearsal 2 – Staging Rehearsal	
Thu, 10/2	Safety & Well-being in Rehearsal	

DATE	TOPIC	ASSIGNMENT
Tue, 10/7	Prompting, Line Notes & Scene Work Mock Rehearsal 3 – Scene Work	
Thu, 10/9	"Facilitating Rehearsal" Portfolio Showcase Mid-Term Knowledge Review	DUE: Facilitating Rehearsal Project
	Module 3: Taking Charge of Tech	
Tue, 10/14	Pre-Tech Backstage Planning	ASSIGN: Taking Charge of Tech Project
Thu, 10/16	Run Sheet	ASSIGN: Run Sheet Assignment
Tue, 10/21	Cue Notation & Communication System	
Thu, 10/23	Running a Tech Rehearsal Tech Etiquette & Protocols	
Tue, 10/28	Cue calling in-class practice	
Thu, 10/30	Working w/ Wardrobe team Costume Change Plot	DUE: Run Sheet Assignment
Tue, 11/4	"Taking Charge of Tech" Portfolio Showcase Knowledge Review	DUE: Taking Charge of Tech Project
	Module 4: Maintaining the Show	
Thu, 11/6	Previews and Opening Night Performance Reports	ASSIGN: Show Run Problem Project
Tue, 11/11	Holiday – NO CLASS	
Thu, 11/13	Show Maintenance	
Tue, 11/18	Understudies & Closing	
Thu, 11/20	"Show Run Problems" Showcase	DUE: Show Run Problems Project
Tue, 11/25	FALL BREAK – NO CLASS	
Thu, 11/27		
Tue, 12/2	Shadowing Experience Discussion & Final Review	
Thu, 12/9	Final Exam Day (NO EXAM)	DUE: Shadowing Reflection Assignment

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.

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/. 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.