

Instructor:

Tom Zhang (pronouns: he/him)

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Office Location: Nadine McGuire Theatre & Dance Pavilion, 2nd floor, Rm 222

Office Hours: Monday/Wednesday 9-11:30am, or by appointment

Zoom Office Hours Link: <https://ufl.zoom.us/j/3669416963>

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:

Upon successful completion of this portion of the course, students will be able to:

- **Analyze** production challenges and **evaluate** potential solutions based on weekly discussions of School of Theatre and Dance production assignments.
- **Articulate** and **justify** their personal leadership and collaborative strategies in a team setting.
- **Facilitate** a peer-led discussion on a production-related topic, guiding the conversation toward a productive outcome.
- **Formulate** open-ended questions that stimulate critical dialogue and peer-to-peer feedback.
- **Propose** and **critique** solutions to complex production problems from the perspective of a stage management team member.

Advanced Topic Portion:

Upon successful completion of this portion of the course, students will be able to:

- **Recall** key resources and procedures for the logistics of SM freelancing.
- **Analyze** the key components of the collaborative relationship in a musical rehearsal and **evaluate** strategies for its facilitation.
- **Design** specialized paperwork to track blocking, choreography, and communication within a musical production.
- **Execute** professional methods for blocking notation and cue calling in the context of a musical score and libretto.
- **Recall** key functions and operations of some technological tools for digital blocking and cuing, such as StageWrite and Cuelist.

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
- Reading materials posted on Canvas for each module.

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.](#)

Course Assignments and Grading Percentage:

- **SoTD Production Assignment Reflection/Discussion (30%)**
(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 before 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.
- **Blocking Notes and Call Scripts Assignments (30%)**

- Students will be assigned certain **musical songs/scenes for taking blocking notes** using the methods discussed in class. Then they will **notate the pages with given cues and call the cues** in class.
- Assignment expectations including assessment details will be posted on the course E-Learning site.
- **Peer Observation Assignment (10%)**
 - 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 (10%)**
 - Each student is required to submit their up-to-date resume and cover letter, as preparation for your own job-searching.
- **Participation and Attendance (20%)**
 - Readings and videos will be assigned, and discussions will take place as a class during scheduled class periods. Students are expected to:
 - Complete readings 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.
 - Each student should make at least **one Facebook post** about production work/SM community in the UF Stage Managers Facebook group.

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| ● 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/>

Course Outline:

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 |
|------------|--|---|
| Fri, 8/22 | Summer work/life show & tell Course Introduction, Expectations Introduction to Music and Score | ASSIGN: Peer Observation Assignment ASSIGN: Resume & Cover Letter Assignment |
| Fri, 8/29 | Production Discussion: Tom Zhang Blocking in the Libretto and Score | ASSIGN: <i>Les Miz</i> Last Battle Blocking Notes |
| Fri, 9/5 | Production Discussion: Lauren Rench Dance Notation for Musicals | |
| Fri, 9/12 | Production Discussion: Lauren Lemieux StageWrite workshop: Digital Notation | |
| Fri, 9/19 | Production Discussion: Ava Sickler Cueing in the Libretto | ASSIGN: <i>Something Rotten</i> A Musical Cueing Sequence |
| Fri, 9/26 | Production Discussion: Lauren Lemieux Cueing in the Score | DUE: <i>Les Miz</i> Last Battle Blocking Notes ASSIGN: <i>Les Miz</i> Last Battle Cueing Sequence |
| Fri, 10/3 | Special Topic: Freelancing Logistics Guest Speaker: Erin Joy Swank | |
| Fri, 10/10 | Production Discussion: Lauren Rench Cueing for Complex Sequence and Calling Techniques | |
| Fri, 10/17 | Homecoming – NO CLASS | |
| Fri, 10/24 | Production Discussion: Ava Sickler Workshop: Cuelist | DUE: Resume & Cover Letter |
| Fri, 10/31 | Production Discussion: Tom Zhang Collaboration with Music Director and Choreographer | |
| Fri, 11/7 | Production Discussion: Quinn Tetterton Prep Paperwork & Prompt Book | |
| Fri, 11/14 | Production Discussion: Quinn Tetterton Guest Speaker: Griffin Spriggs (UF Alum) | |
| Fri, 11/21 | Peer Observation Discussion In-class calling: Final Project | DUE: Peer Observation Assignment DUE: <i>Les Miz</i> Last Battle Cueing Sequence and <i>Something Rotten</i> A Musical Cueing Sequence |
| Fri, 11/28 | Thanksgiving Break – NO CLASS | |

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](#).

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.blueria.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.