
School of Theatre and Dance at The University of Florida
Fall 2025 • Production Practicum • TPA 4946 Stage Management
1-3 Credit Hour(s)

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.

Instructor Information:

Jenny E. Goelz jgoelz@arts.ufl.edu 352-273-0340 Office Location: Nadine McGuire Theatre & Dance Pavilion, 2 nd floor, Rm 236 Zoom/In-person Office Hours: Monday/Wednesday 11am-12pm, or by appointment	Tom Zhang zhangs3@ufl.edu 352-273-0512 Office Location: Nadine McGuire Theatre & Dance Pavilion, 2 nd floor, Rm 222 Office Hours: Monday/Wednesday 9-11am, or by appointment
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Weekly Meeting Time & Location:

We will arrange team **advising meetings** before production prep (if prep begins before the semester). The meetings will take place in-person in the advisor's office, 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. You are **required to attend** all rehearsals, performances, production meetings, and a few other work calls, such as backstage safety taping, crew orientation, etc.

[25-26 Season Production Calendars](#)

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 be able to:

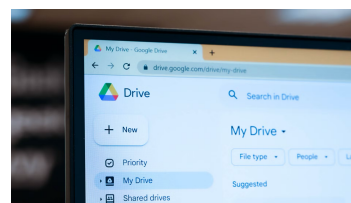
- Demonstrate **organizational, time management, communication, and leadership** skills appropriate for academic-level stage management.
- Develop **collaborative relationship** between stage managers and other members of the artistic and production team.
- Value and demonstrate **inclusive and people-centered** mindset and practices.

- Carry out stage management **tasks** in higher proficiency, such as project management design, paperwork development, facilitating technical rehearsals, cue calling, deck management, and other aspects of stage management.
- Evaluate how **technology** can support and advance traditional stage management 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 universally readable and usable physical or digital **production book**.
- Complete a written **self-assessment** for the entire process.

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 **laptop computer** with internet connectivity and able to use Google Suites (using UF email credentials) and other production-related web-based digital tools, such as email, Vimeo, Zoom, Signup Genius, Basecamp, etc.
- **Closed toe and closed heel shoes** (all in person rehearsals and production related activities).
- Clean **all-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 heel, and closed toe.



Suggested Texts:

These books can serve as guidance when you need additional resources for executing certain tasks. They can be found on the bookshelf at the Mezzanine.

- *The Stage Manager's Tool Kit* (4th Edition) by Laurie Kincman (2025)
- *Stage Management Theory as a Guide to Practice, Cultivating a Creative Approach* (2nd Edition) by Lisa Porter and Narda E. Alcorn (2024)

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.](#)

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**.

Why?

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.

How?

- At the first advising meeting, you will work with the advisor to come up with at least two (2) **specific, assessable goals** for the entire production process, along with rubrics for grading them.
- At mid-point (before onstage rehearsal), you'll complete a short **self-reflection form**, to reflect on your performance against the course requirements and your own goals.
- 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.

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/>

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:

- Communicate and collaborate with all relevant members of the **artistic and production team** with a timely, specific, productive, and people-centered approach.
- Foster close **teamwork** and **collaboration** within the **stage management team**, through effective delegation and mutual support.
- 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.
- Be familiar with University of Florida and School of Theatre and Dance **safety and emergency** procedures.
- Complete all **production paperwork** and implement feedback in a timely manner.
- Maintain a **callboard** and **Basecamp** page in collaboration with the Production Manager.

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.

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](#).