# Advanced Stage Management Seminar

## Info

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<td>Charles Mitchell <a href="mailto:cmitchell@ufl.edu">cmitchell@ufl.edu</a></td>
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**Description of request**

The addition of a new course, Advanced Stage Management Seminar, a continuation of TPA 4601.

## Actions

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<td>Jerry Dickey</td>
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<td>5/16/2018</td>
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<td>3. Advanced Stage Management Seminar Syllabus Spring.pdf</td>
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<td>CFA - College of Fine Arts</td>
<td>Jennifer Setlow</td>
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No document changes

University Curriculum Committee | Pending | PV - University Curriculum Committee (UCC) | | | 8/24/2018 |

No document changes

Statewide Course Numbering System | | | | | |

No document changes

Office of the Registrar | | | | | |

No document changes

Student Academic Support System | | | | | |

No document changes

Catalog | | | | | |

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College Notified | | | | | |

No document changes
Course|New for request 12313

Info

Request: Advanced Stage Management Seminar
Description of request: The addition of a new course, Advanced Stage Management Seminar, a continuation of TPA 4601.
Submitter: Jennifer Setlow jsetlow@ufl.edu
Created: 8/24/2018 9:13:39 AM
Form version: 3

Responses

Recommended Prefix TPA
Course Level 4
Number XXX
Category of Instruction Advanced
Lab Code None
Course Title Advanced Stage Management Seminar
Transcript Title Adv SM Seminar
Degree Type Baccalaureate

Delivery Method(s) On-Campus
Co-Listing No
Co-Listing Explanation This course will not be co-listed.
Effective Term Earliest Available
Effective Year Earliest Available
Rotating Topic? Yes
Repeatable Credit? Yes
If repeatable, # total repeatable credit allowed 5
Amount of Credit 1

S/U Only? No
Contact Type Regularly Scheduled
Weekly Contact Hours 1
Course Description This seminar 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.
Prerequisites TPA 4601(C)
Co-requisites None

Rationale and Placement in Curriculum This course will be offered in conjunction with a student's assignment as a stage manager or assistant stage manager for a School of Theatre and Dance production during their sophomore, junior, and senior year. It gives them an opportunity to peer share and address challenges specific to their theatrical work as well as explore special topics specific to professional stage managers. It is a continuation of the TPA 4601 which introduces the fundamentals of stage management.

Course Objectives To discuss and reflect on School of Theatre and Dance production assignments through weekly class discussions and production experience presentations. Students will also explore advanced topics in stage management such as emergency procedures, first aid, CPR and AED certification, networking, and self-marketing.

Course Textbook(s) and/or Other Assigned Reading The Alchemy of Theatre: The Divine Science - Essays on Theatre and the Art of Collaboration, ed. Robert Viagas (2006).

Weekly Schedule of Topics Week 1
- Introduction to Class Structure, Goals, and Opportunities
- Reflection/Discussion: SoTD Production Assignments

Week 2
- Assigned Reading Discussion: Pen to Paper
  o Preface: Collaborating with Collaborators
o Chapter 1: Generosity
o Chapter 2: Creation and Interpretation
  • Reflection/Discussion: SoTD Production Assignments

Week 3
  • Assigned Reading Discussion: Pen to Paper
  o Chapter 3: Fighting Honestly
  o Chapter 4: A Blueprint for the House
  o Chapter 5: A Place You Couldn’t Find on Your Own
  • Reflection/Discussion: SoTD Production Assignments

Week 4
  • Assigned Reading Discussion: Captains
  o Chapter 6: The Theatres Remain
  o Chapter 7: The Potential for Greatness
  • Reflection/Discussion: SoTD Production Assignments

Week 5
  • Assigned Reading Discussion: Captains
  o Chapter 8: The Perfect Collaboration
  o Chapter 9: Having the Last Word
  • Reflection/Discussion: SoTD Production Assignments

Week 6
  • Production Experience Presentation
  o 1st Spring Production
  • Assigned Reading Discussion: Captains
  o Chapter 10: The Solution Can Come from Anybody
  o Chapter 11: Discreet Maitre D’ – or Pushy Waiter?

Week 7
  • Assigned Reading Discussion: Captains
  o Chapter 12: Unison and Harmony
  o Chapter 13: Everyone Tells the Story
  • Reflection/Discussion: SoTD Production Assignments

Week 8
  • Production Experience Presentation
  o 2nd Spring Production
  • Assigned Reading Discussion: Their Hour Upon the Stage
  o Chapter 14: Playing
  o Chapter 15: An Actor Watches

Week 9
  Spring Break - No Class

Week 10
  • Assigned Reading Discussion: Their Hour Upon the Stage
  o Chapter 16: Playing Both Parts
  o Chapter 17: The Art of the Second Banana
  • Reflection/Discussion: SoTD Production Assignments

Week 11
  • Assigned Reading Discussion: Their Hour Upon the Stage & Completion
  o Chapter 18: The Other Person’s Head
  o Chapter 19: Many Gifts Put Together
  • Reflection/Discussion: SoTD Production Assignments

Week 12
  • Assigned Reading Discussion: Their Hour Upon the Stage & Completion
  o Chapter 20: Doorknobs and Pocketbooks
  o Chapter 21: Looking Out the Window
• Reflection/Discussion: SoTD Production Assignments
  Week 13
  • Production Experience Presentation
    o 3rd Spring Production
  • Assigned Reading Discussion: Completion
    o Chapter 22: Finding Pianissimo
    o Chapter 23: The Three Commandments
    o Chapter 24: You Are So Close

Week 14
  • Assigned Reading Discussion: Completion
    o Chapter 25: Speaking to the Public
    o Chapter 26: Liquid News
  • Reflection/Discussion: SoTD Production Assignments

Week 15
  • Production Experience Presentation
    o Final Spring Production
  • Senior Student’s Words of Wisdom or Top 10 List Presentation
    o Optional (non-graded) opportunity for graduating students

Links and Policies
Attendance:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

University Policies and Additional Information:
https://catalog.ufl.edu/ugrad/current/Pages/adfall1819.aspx

UF Honor Code:
http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

UF’s Counseling and Wellness Center:
www.counseling.ufl.edu/cwc/

Disability Resource Center:
https://drc.dso.ufl.edu/

Course Evaluations:
https://evaluations.ufl.edu

Grading Scheme: Production assignment discussion/participation - 34%
Reading assignment discussion/participation - 33%
Production experience presentation - 33%
Total 100%

Instructor(s) Jenny Goelz
Instructor:
Jenny E. Goelz
jgoelz@arts.ufl.edu
352-273-0340
Office: McGuire Pavilion, Rm 236
Office hours: Monday/Wednesday 11am-12pm, or by appointment

Course Description/Purpose:
TPA [#], 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.

Advanced topics may include: emergency procedures, first aid, CPR and AED certification, networking, self-marketing, cover letters and resumes, stage combat for stage managers, the relationship between stage managers and directors, theatrical unions, touring, and adapting theatrical stage management techniques for dance and opera. **The rotating advanced topic identified in this syllabus is theatrical collaboration.**

Course Objectives and Student Outcomes:
• To critically examine theatrical collaboration from the perspective of a production’s producing, administrative, artistic, and production teams by reading and discussing *THE ALCHEMY OF THEATRE: The Divine Science - Essays on Theatre and the Art of Collaboration*
• To discuss and reflect on School of Theatre and Dance production assignments through weekly class discussions and Production Experience Presentations
  o Discussions should be honest, thoughtful, and reflective
  o Everyone in class should be open and supportive to viewpoints of fellow classmates and accepting of peer feedback

Required Text:
• *THE ALCHEMY OF THEATRE: The Divine Science - Essays on Theatre and the Art of Collaboration*
  Edited by Robert Viagas (2006)

Course Requirements:
• Full participation in all class discussions, activities, and assignments
• Complete all assignments listed in the syllabus on time
• Be prepared to present and discuss assignments each week
• Participate in production assignment reflection discussions with an honest and respectful attitude
• Exercise confidentiality as production assignment challenges and opportunities are explored

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 one full letter. Arriving late or leaving class early will also have a negative impact on the participation component of your final grade. Two (2) late arrivals and/or early departures to/from class will count as one (1) unexcused absence. If you have planned absences this semester due to unavoidable conflicts, such as religious observances, you must inform me in writing by **Friday, January [Date], [Year]**. All requirements for class attendance, make-up assignments and other work in this course are consistent with university policies: [https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx)
Classroom Behavior:

- All cell phones must be turned completely off during class. Texting is not permitted.
- Laptop computers and electronic notebooks are only to be used to enhance class projects or discussions. Surfing the Internet or completing homework for another class is not permitted.
- Disrespectful, threatening or disruptive behavior is not acceptable or appropriate.

University Policies and Additional Information:

Please view the Academic Calendar for important dates including holidays and drop/add deadlines:
https://catalog.ufl.edu/ugrad/current/Pages/adfall1819.aspx

Students are required to adhere to the UF Honor Code. Visit the Student Conduct and Honor Code website for policies on academic integrity and student conduct:
http://www.dso.ufl.edu/secr/process/student-conduct-honor-code/

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of the assessments are available to students at https://evaluations.ufl.edu/results/.

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 requesting accommodation for disabilities must first register with the Dean of Students Office. The Dean of Students Office will provide you with documentation. You must then provide me with the documentation when requesting accommodation. This documentation must be submitted prior to assignment deadlines. Note that accommodations are not retroactive. Please contact the Dean of Students Office as soon as possible. We can then plan on how to best coordinate accommodations:
http://www.dso.ufl.edu/drc/

UF's Counseling and Wellness Center is available to assist you. Please feel encouraged to reach out to them for assistance if needed:
Counseling and Wellness Center
3190 Radio Rd.
352-392-1575
www.counseling.ufl.edu/cwc/

Course Outline:

Week 1
- Introduction to Class Structure, Goals, and Opportunities
- Reflection/Discussion: SoTD Production Assignments

Week 2
- Assigned Reading Discussion: Pen to Paper
  - Preface: Collaborating with Collaborators
  - Chapter 1: Generosity
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Week 6
• Production Experience Presentation
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Spring Break - No Class

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Week 15
- Production Experience Presentation
  - Final Spring Production
- Senior Student’s Words of Wisdom or Top 10 List Presentation
  - Optional (non-graded) opportunity for graduating students

Production Experience Presentations:
A grade sheet detailing assignment parameters and a grading breakdown will be posted on the course E-Learning site during the first week of class.

Grading:
Production assignment discussion/participation 34%
Reading assignment discussion/participation 33%
Production experience presentation 33%
Total 100%

The final course grade is based on the following percentages:

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Information on UF grading policies for assigning grade points can be found: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

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 instructor to enhance learning opportunities. Any changes will be clearly communicated in class and via email.