

Cover Sheet: Request 12313

TPA 4XXX - Advanced Stage Management Seminar

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Charles Mitchell cmittchell@ufl.edu
Created	2/16/2018 2:45:38 PM
Updated	9/14/2018 10:01:01 AM
Description of request	The addition of a new course, Advanced Stage Management Seminar, a continuation of TPA 4601.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Theatre and Dance 011304000	Jerry Dickey		5/16/2018
No document changes					
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		8/24/2018
No document changes					
University Curriculum Committee	Commented	PV - University Curriculum Committee (UCC)	Andrew Figueroa	Added to September agenda.	8/29/2018
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			8/29/2018
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					
No document changes					
College Notified					
No document changes					

Course|New for request 12313

Info

Request: TPA 4XXX - Advanced Stage Management Seminar

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

Submitter: Charles Mitchell cmittchell@ufl.edu

Created: 9/14/2018 1:24:46 PM

Form version: 4

Responses

Recommended Prefix

Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.

Response:

TPA

Course Level

Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

Response:

4

Number

Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

Response:

XXX

Category of Instruction

Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Response:

Advanced

- 1000 and 2000 level = Introductory undergraduate
- 3000 level = Intermediate undergraduate
- 4000 level = Advanced undergraduate
- 5000 level = Introductory graduate
- 6000 level = Intermediate graduate
- 7000 level = Advanced graduate

4000/5000 and 4000/6000 levels = Joint undergraduate/graduate (these must be approved by the UCC and the Graduate Council)

Lab Code

Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title

Enter the title of the course as it should appear in the Academic Catalog.

Response:
Advanced Stage Management Seminar

Transcript Title

Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 21 characters (including spaces and punctuation).

Response:
Adv SM Seminar

Degree Type

Select the type of degree program for which this course is intended.

Response:
Baccalaureate

Delivery Method(s)

Indicate all platforms through which the course is currently planned to be delivered.

Response:
On-Campus

Co-Listing

Will this course be jointly taught to undergraduate, graduate, and/or professional students?

Response:
No

Co-Listing Explanation

Please detail how coursework differs for undergraduate, graduate, and/or professional students. Additionally, please upload a copy of both the undergraduate and graduate syllabus to the request in .pdf format.

Response:
This course will not be co-listed.

Effective Term

Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year

Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?

Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:
Yes

Repeatable Credit?

Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:
Yes

If repeatable, # total repeatable credit allowed

Indicate the maximum number of total repeatable credits allowed per student.

Response:
5

Amount of Credit

Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
1

S/U Only?

Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the

UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:

No

Contact Type

Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:

Regularly Scheduled

- *Regularly Scheduled [base hr]*
- *Thesis/Dissertation Supervision [1.0 headcount hr]*
- *Directed Individual Studies [0.5 headcount hr]*
- *Supervision of Student Interns [0.8 headcount hr]*
- *Supervision of Teaching/Research [0.5 headcount hr]*
- *Supervision of Cooperative Education [0.8 headcount hr]*

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Weekly Contact Hours

Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:

1

Course Description

Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or fewer. See course description guidelines.

Response:

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

Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.

Response:

TPA 4601(C)

Completing Prerequisites on UCC forms:

- *Use "&" and "or" to conjoin multiple requirements; do not used commas, semicolons, etc.*
- *Use parentheses to specify groupings in multiple requirements.*

- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
- Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).
- "Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.

*Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and major/minor in PHHP should be written as follows:
HSC 3502(C) & (HSC 3057 or HSC 4558) & (HP college or (HS or CMS or DSC or HP or RS minor))*

Co-requisites

Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system.

Response:
None

Rationale and Placement in Curriculum

Explain the rationale for offering the course and its place in the curriculum.

Response:
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

Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:
To critically examine theatrical collaboration and reflect on SoTD production assignments through weekly discussions and presentations. By the end of this course students will be able to identify productive and destructive collaborative practices, develop skills as a discussion facilitator, promote productive dialogue and peer exchange, and advance their own and their peers' level of problem solving from the perspective of a stage manager.

Course Textbook(s) and/or Other Assigned Reading

Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned. Please provide specific examples to evaluate the course.

Response:
The Alchemy of Theatre: The Divine Science - Essays on Theatre and the Art of Collaboration, ed. Robert Viagas (2006).

Weekly Schedule of Topics

Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:

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

*Consult the syllabus policy page for a list of required and recommended links to add to the syllabus. Please list the links and any additional policies that will be added to the course syllabus.
Please see: syllabus.ufl.edu for more information*

Response:

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

List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades.

Response:

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

Instructor(s)

Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:
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 facilitating discussions on *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 a Production Experience Presentation.
- By the end of this course students will:
 - Be able to identify productive and destructive collaborative practices
 - Continue to develop their own collaborative style
 - Develop skills as a discussion facilitator
 - Have the ability to 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 manager

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
- Everyone in class should be open and supportive to viewpoints of fellow classmates and accepting of peer feedback
- Exercise confidentiality as production assignment challenges and opportunities are explored

Course Assignments:

- **Reading Discussion Activities** (role as chapter facilitator graded 3 times, 33% of grade)
 - Each student will assume the role of discussion facilitator for 3 chapters from the course textbook. The chapters will be assigned during the initial class meeting and students will have the ability to self-select chapter topics.
 - In preparation for each discussion, chapter facilitators will post 3-4 questions for the class to consider (no later than the Wednesday by 5pm) to the course E-Learning site.
 - All students are assigned to read all chapters and should prepare to address questions posed by chapter facilitators.
 - A grade sheet detailing facilitator guidelines and guidance on generating meaningful questions will be posted on the course E-Learning site during the first week of class.
 - The instructor will serve as discussion facilitator for unassigned chapters.

- **SoTD Production Assignment Reflection/Discussion** (graded 3 times, 34% of course grade)
 - Each stage management team will choose topic(s) or event(s) relevant to the phase of their SoTD production assignment to reflect on and discuss each week.
 - If a student is not currently working on an SoTD production, they will choose a topic or event from a previous production to reflect on and discuss each week.
 - Each team will have up to 15 minutes to explore their topic.
 - Student engagement and participation will be assessed after weeks 4, 10 & 14 using the grade sheet and based on the guidelines posted on the course E-Learning site.

- **Production Experience Presentation** (1 presentation, 33% of the course grade)
 - 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.
 - Presentation dates are located in the course outline of this syllabus.

Grading:

Reading assignment discussion activities	33%
Production assignment reflections/discussions	34%
Production experience presentation	33%
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/ugrad/current/regulations/info/grades.aspx>

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. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

Classroom Behavior:

- Cell phones should be used for emergency purposes only.
- 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/sccr/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:

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School of Theatre and Dance at The University of Florida
Spring [Year] • Advanced Stage Management Seminar • TPA [#]
Friday • 10:40am-12:35pm • 1 Credit Hour • McGuire Pavilion, Room 219

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- Assigned Reading Discussion: Their Hour Upon the Stage & Completion
 - Chapter 20: Doorknobs and Pocketbooks
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 - Optional (non-graded) opportunity for graduating students

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 the course E-Learning site.