

Spring 2024 • Advanced Stage Management Seminar • TPA 4931

Friday • Periods 6 & 7 (12:50-2:45pm) • 1 Credit Hour • McGuire Pavilion, Room 218

Instructor:

Suzanne Lucas suzannelucas@ufl.edu

Office: 352-273-0520

Office Location: Yon Hall, Ben Hill Griffin Stadium (Between Gates 14 and 15)

Office Hours: Tuesday/Thursday 11am-12pm, or by appointment

Zoom Office Hours Link: <https://ufl.zoom.us/j/4637927309>

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:

- To discuss and reflect on School of Theatre and Dance production assignments through weekly class discussions.
- By the end of this course students will:
 - Continue to develop their individual stage management 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 management team member.

Advanced Topic Portion:

- To be determined in collaboration with students during the initial class meeting.
- Previous advanced topics focused on inclusion, diversity, equity, and accessibility; theatrical unions; self-marketing, cover letters, resumes, and job interviews; networking; stage management technology; goal setting; book reading/discussion.

College of the Arts (CoTA) Meta-Strategy 2021-2025: Systemic Resilience:

Course discussions may center on our College Meta-Strategy:

The University of Florida College of the Arts intends to be a transformative community, responding to and generating paradigmatic shifts in the arts and beyond. We do so by:

- Embracing the complexity of our evolving human experience and seeking to empower our students and faculty to shape that experience fearlessly through critical study, creative practice, and provocation.
- Collaborating effectively with the forces of change.
- Preparing students to access and unsettle centers of power in a radically changing world.
- Facilitating an arts education that will position emerging artists and researchers as catalysts for equity on local and global levels.

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Required Text:

- There are no required textbooks for this course.
- Reading material to be provided via Canvas by course instructors and students.

Required Materials:

- Access to a computer with Microsoft Word and/or Google Docs (using UF email credentials).
- Access to a computer with internet connectivity to access the course Canvas site.
- Computer software with ability to convert documents to PDF files.

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 \$0.00 as the additional fee for this course.

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 perspectives.
- Exercise confidentiality as production assignment challenges and opportunities are explored.

Content Advisory:

In this course, we may discuss content and materials that some may find difficult. It is important in a stage management course that we do not shy away from engaging with materials that may be controversial or challenging. We will do our best to give advance notice when specific materials or content covered may contain images, language, or perspectives that some may find difficult. We ask students to do the same when facilitating course discussions. I encourage you to reach out to us if you are struggling with course materials. In class, if you need to step away for a period of time as we are covering particular content, you may do so without course attendance penalty.

Course materials and discussions are not intended to espouse, promote, advance, inculcate, or compel specific viewpoints. Students should engage in critical thinking and rely on verifiable data and sources to interrogate reading assignments and topics discussed in this course to form their individual perspectives.

Course Attendance:

The success of this course is based on discussion and class participation. Attendance is vital. Your first unexcused absence from class will be permitted without penalty. The second unexcused absence will lower your final grade by 5%. The third unexcused absence will lower your final grade by 15%. The fourth 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.

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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 instructors 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.bluer.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.

University Policies and Additional Information:

Please [click here to view the Academic Calendar](#) for important dates including holidays and drop/add deadlines.

UF’s Health and Wellness Resources are available to assist you. Please feel encouraged to reach out for assistance if needed:

- *U Matter, We Care:* If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room/Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

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Additional Academic Resources include:

- *E-learning technical support:* Contact the [UF Computing Help Desk](https://helpdesk@ufl.edu) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- *Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. [Career assistance and counseling services](#).
- *Library Support:* Various ways to receive assistance with respect to [using the libraries or finding resources](#).
- *Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. [General study skills and tutoring](#).
- *Writing Studio:* 2215 Turlington Hall, 352-846-1138. [Help brainstorming, formatting, and writing papers](#).
- *Student Complaints On-Campus:* Visit the Student Honor Code and Student Conduct Code webpage for more information. • *On-Line Students Complaints:* View the Distance Learning Student Complaint Process.

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Course Outline:

The course outline will be revised by Tuesday, January 30 after the advanced topic is determined in collaboration with students.

Week 1 – Friday, January 12:

- Introduce course goals and discuss advanced topic opportunities
- Develop class agreement/commitment
- Reflect and discuss SoTD production assignments

Week 2 – Friday, January 19:

- Reflect and discuss SoTD production assignments

Week 3 – Friday, January 26:

- Reflect and discuss SoTD production assignments

Week 4 – Friday, February 2:

- Reflect and discuss SoTD production assignments

Week 5 – Friday, February 9:

- Reflect and discuss SoTD production assignments

Week 6 – Friday, February 16:

- Reflect and discuss SoTD production assignments

Week 7 – Friday, February 23:

- UF Homecoming – No Class

Week 8 – Friday, March 1:

- Reflect and discuss SoTD production assignments

Week 9 – Friday, March 8:

- Reflect and discuss SoTD production assignments

Week 10 – Friday, March 15:

- Spring Break – No Class

Week 11 – Friday, March 22:

- Reflect and discuss SoTD production assignments

Week 12 – Friday, March 29:

- Reflect and discuss SoTD production assignments

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Week 13 – Friday, April 5:

- Reflect and discuss SoTD production assignments

Week 14 – Friday, April 12:

- Thanksgiving Break – No Class

Week 15 – Friday, April 19

- Words of wisdom or top 10 list presentation
 - Optional (non-graded) opportunity for graduating students
- Reflect and discuss SoTD production assignments

Final – Tuesday, April 30 from 3:00 – 5:00 pm:

- Final assignment/project to be determined in collaboration with students by Tuesday, January 23

Course Assignments:

- **SoTD Production Assignment Reflection/Discussion**
(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 prior to each class discussion at 5pm).
 - Student facilitators are defined as stage manager or deck stage manager assigned to an SoTD production in prep, rehearsal, or performance.
 - All students are assigned to prepare to address questions posed by facilitators.

- **Additional Assignments & Final Project**
 - To be determined in collaboration with students by Tuesday, January 23.

Grading:

SoTD Production Assignment Reflections/Discussions	40%
Advanced Topic Discussion/Assignments	40%
Final Project	20%
Total	100%

It may be determined that a final project doesn't serve the advanced topic focus for the semester. If a final project is omitted the grading breakdown will shift:

SoTD Production Assignment Reflections/Discussions	50%
Advanced Topic Discussion/Assignments	50%

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/UGRD/academic-regulations/grades-grading-policies/>