

**Instructor:**

Tom Zhang (pronouns: he/him)

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(352) 273-0512

Office Location: Nadine McGuire Theatre & Dance Pavilion, 2<sup>nd</sup> floor, Rm 222

Zoom Office Hours: Monday/Wednesday 9-11am, 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:**

- 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 own leadership and collaborative style.
  - Develop skills as a discussion facilitator.
  - Can 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:**

- By the end of this course students will be able to:
  - Discuss the collaborative relationship in musical rehearsal and how to facilitate it
  - Design paperwork for musical blocking and communication
  - Apply the methods introduced to blocking notation and cue calling for musicals

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

Course discussions will also center 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.

**Required Text:** assigned reading/viewing on E-learning.

**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 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 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.](#)

**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. [Click here to get started 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.bluera.com/ufl/](http://ufl.bluera.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.

**Fall 2024 • Advanced Stage Management Seminar • TPA 4931**

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

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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](mailto: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 352-392-1575 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](#).

Additional Academic Resources include:

- *E-learning technical support:* Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto: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.

**Course Outline:**

**Week 1 – Friday, August 23rd:**

- Introduce course goals and opportunities
- Develop class agreement/commitment
- Summer work/life sharing

**Week 2 – Friday, August 30th:**

- Reflect and discuss SoTD production assignments
- Introduction to Music and Score

**Week 3 – Friday, September 6th:**

- Reflect and discuss SoTD production assignments
- Prep: Breakdown, Schedule, Rehearsal Space

**Week 4 – Friday, September 13th:**

- Reflect and discuss SoTD production assignments
- Prompt Book and Slip Sheet

**Week 5 – Friday, September 20th:**

- Reflect and discuss SoTD production assignments
- Working with Music Director and Band

**Week 6 – Friday, September 27th:**

- Reflect and discuss SoTD production assignments
- Working with Choreographer

**Week 7 – Friday, October 4th:**

- Reflect and discuss SoTD production assignments
- Blocking in the Libretto and Score

**Week 8 – Friday, October 11th:**

- Reflect and discuss SoTD production assignments
- Blocking for Dance in Musicals

**Week 9 – Friday, October 18th:**

- Homecoming – No Class

**Week 10 – Friday, October 25th:**

- Reflect and discuss SoTD production assignments
- Special Topic: Personal Portfolio & Website

**Week 11 – Friday, November 1st:**

- Reflect and discuss SoTD production assignments
- Cueing in the Libretto

**Week 12 – Friday, November 8th:**

- Reflect and discuss SoTD production assignments

- Cueing in the Score

**Week 13– Friday, November 15<sup>th</sup>:**

- Reflect and discuss SoTD production assignments
- Cueing for complex sequence & In-class working for final project

**Week 14– Friday, November 22<sup>nd</sup>:**

- Reflect and discuss SoTD production assignments
- In-class calling: Final Project

**Week 15– Friday, November 29<sup>th</sup>:**

- Thanksgiving – No Class

**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 a SoTD production in prep, rehearsal, or performance.
  - All students are assigned to prepare to address questions posed by facilitators.
  
- **Assigned Readings/Viewings & Discussion**
  - Readings from the course textbook 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.
  
- **Blocking Notes and Call Scripts**
  - 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.

**Grading:**

SoTD Production Assignment Reflections/Discussions & Course Conversations	34%
Readings/Viewings & Discussion	33%
Musical Blocking and Calling Assignment	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/UGRD/academic-regulations/grades-grading-policies/>