

Instructor Information:

Tom Zhang (pronouns: he/him; prefer to be called "Tom")

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Office Location: Nadine McGuire Theatre & Dance Pavilion, 2nd floor, Rm 222

Office Hours: Tue/Thu 9-11am, or by appointment

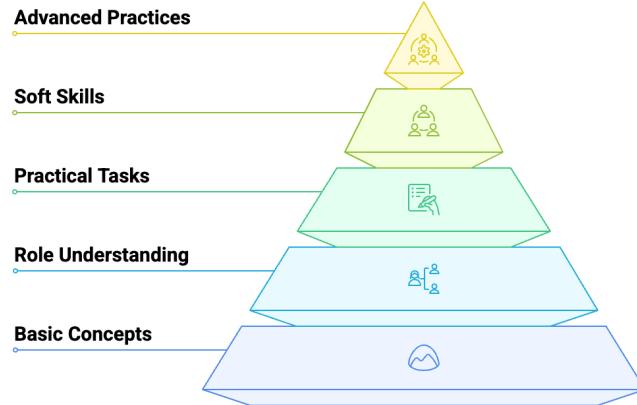
Course Description/Purpose:

TPA 4601 Stage Management, is a course for undergraduate School of Theatre and Dance students that introduces the principles and techniques of stage management, explores practical application, and examines topics specific to the work of a stage manager.

Course Learning Outcomes:

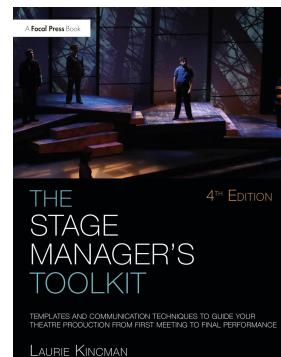
Upon completion of this course, students will be able to:

1. Recall essential stage management **concepts and procedures**.
2. Describe stage managers' **roles and responsibilities** in different stages of production.
3. Carry out specific **tasks** using methods learned, such as measuring & taping ground plan, designing paperwork, recording blockings, prompting lines, calling cues, etc.
4. Apply the fundamental **organizational, time management, teamwork, and communication** skills to production work.
5. Discuss good practices for **collaboration, problem-solving, and leadership** within the theatrical production process.



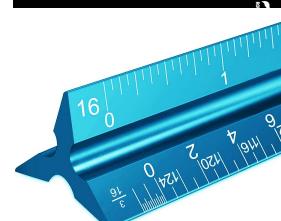
Required Texts:

- *The Stage Manager's Tool Kit* (4th Edition) by Laurie Kincman (2024)
- *Sweat* (DPS Version) by Lynn Nottage
- Additional readings to be provided via canvas or by the course instructor



Required Materials:

- Access to a laptop computer with internet connectivity and functional trackpad/mouse to use Google Docs & Sheets (using UF email credentials) and course Canvas site
 - Please bring it to every class unless otherwise instructed
- An Architect Scale Ruler



Course Expectations:

Below are the expectations for participating in this course; they are also the **self-reflection standards** in the weekly reflection forms in Module 1-3.

1. Preparedness:

1. Bring ALL the required materials (laptop, handouts, textbook, tools) to each class.
2. Complete the weekly Individual Readiness Quiz.
3. Finish the required pre-class reading/viewing assignments attentively.
4. Be ready to apply the textbook knowledge to answer pre-class questions, with minimal need to spend time revisiting the textbook/video.

2. Engagement:

1. Attend ALL class meetings in their entirety.
2. Pay attention and listen actively most of the time in classes.
3. Participate in ALL group discussions, activities, and working sessions by contributing ideas and working conscientiously.
4. In the case of missing classes, make up for the content missed by reading class notes/slides AND going to office hours to check in with the instructor.

3. Quality of Individual work:

1. Thoroughly complete the task(s) assigned to you.
2. Before calling it "done", check the requirements in the "deliverables" tab on Canvas, and strive to meet these minimum requirements.
3. Check your work against the samples of excellence in Google Drive and strive to emulate the quality of them.
4. Read and understand the feedback given by peers AND the instructor and implement them to modify your work to the best of your ability.

4. Time Management:

1. For ALL the assignments, including reading, individual-readiness quiz, group tasks, etc., either complete them by the agreed-upon due date, OR communicate timely the potential of not being able to complete certain tasks to teammates, so that help and adjustments can be provided.
2. When needing accommodations and help from the instructor, such as missing classes, adjusting due date, etc., reach out and communicate timely, instead of letting the instructor reach out.
3. IF in the leader role: give teammates heads-up before the task due dates AND check in if a task is incomplete past due.

5. Teamwork, Communication, Collaboration:

1. Have a clear division of tasks and distribute workload fairly and reasonably.
2. For group tasks, ensure everyone gets to talk before jumping into working.
3. When one of the team members is falling behind (missing class, overwhelmed by production, etc.), communicate with each other timely to make a plan.
4. When a teammate's work/behavior impacts you negatively, have a direct conversation to give feedback.

5. When in question or having difficulties with your work, feel comfortable to ask for help from teammates.
6. For each task, there's at least one written feedback given by a teammate.
7. IF in the leader role: proofread ALL teammates' completed work against the minimum standards set in the "Deliverables" tab and give written feedback timely ("looks good" or "you should do xxx" are not considered "feedback"; feedback should at least have Objective Observation + Perceived Impacts)

Assignment Guidelines:

- Expectations for **timely completion** of tasks:
 - All non-graded tasks are due on the day listed in the "**Timeline**" tab of each module. "Timely completion" is defined as completing the task, uploading to Drive, and tagging the instructor before it's due.
 - Self-reflection/assessment forms are due at the end of each week (11:59p on Sunday). Starting from Module 2, for each day of late submission, half a letter grade will be taken off from the module grade.
 - All instructor-graded assignments are due until **12:50pm on the day they are due**. After 12:50pm the assignment will be considered late. Grades on late assignments will be lowered half a grade for each day.
- Expectations for **collaboration** in course assignments:
 - For group projects: you're allowed and encouraged to **proofread** each other's work and give **feedback** to each other. It's part of your group's task to assign tasks fairly and reasonably to everyone, to complete projects together.
 - For individual assignments: you must complete them on your own by only using the required script, textbook, and given instructions.
- **AI Policies:**
 - You're allowed to explore using generative AI tools in completing paperwork assignments, but you must proofread the content and hold yourself accountable for the final product.
 - Your shadowing reflection paper should not use AI tools.

Course Attendance:

The success of this course is based on discussion and class participation. Attendance is vital.

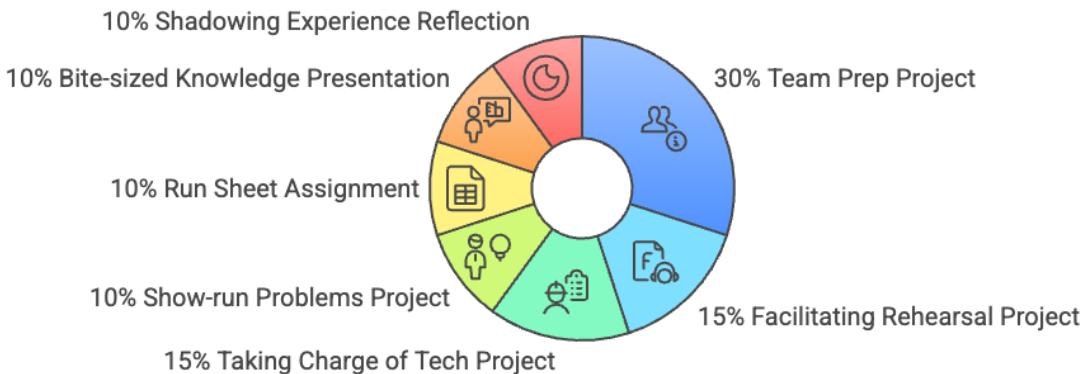
- Your **first unexcused absence** from class will be permitted without penalty.
- The **second unexcused absence** will lower your final grade by 5%.
- The **third unexcused absence** will lower your final grade by 15%.
- The **fourth unexcused absence** will lower your final grade by 30%.

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

(<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

Assignments and Grading (subject to change):



“Team Prep” Project (30%): students will be assigned to groups of 3 to complete an **Information Access System** that contains **several pieces of paperwork** created by yourselves and given documents. The outcomes will be tested in the last class of the module in the format of a **Jeopardy** contest and a showcase session. This project is self-graded based on reflections in the process and a self-evaluation at the end.

“Facilitating Rehearsal” Project (15%): students will continue to work in groups of 3 to complete a **portfolio containing several pieces of paperwork**, including daily schedules, rehearsal reports, “running the room” video, and blocking notation pages. The outcomes of each group will be showcased in the last class of the module. This project is self-graded based on self-reflections.

“Taking Charge of Tech” Project (15%): students will continue to work in groups of 3 to complete **several pieces of paperwork**, including: backstage plot, audio recordings for running tech/dress, call scripts, and a costume change plot. The outcomes of each group will be showcased in the last class of the module. This project is self-graded based on self-reflections.

“Show-run Problems” Project (10%): students will continue to work in groups of 3 to **design a problem scenario** during show run. In the last class of the module, each group will work on solving another group’s problem. This project will be graded based on given rubrics by the instructor.

Run Sheet Assignment (10%): Create a Run Sheet for the designated part of Sweat. Submit modified version by addressing the notes received on the first submission. This assignment will be graded based on given rubrics by the instructor.

Mini lecture Assignment (10%): Each student will sign up for a date to do a **mini lecture** (about 5 minutes) about a specific principle of one of the soft skills relevant to stage management or production work. This assignment will be graded based on given rubrics by the instructor.

Shadowing Experience Reflection Assignment (10%): Shadow one stage management team for one regular rehearsal and one tech rehearsal for one of the theatre productions this semester. The observation should last a minimum of 2 hours. Write a response paper about each of the observation experience. This assignment will be graded based on given rubrics by the instructor.

- The “self-graded” assignments above adopt a grading philosophy called “**Ungrading**”, which grants you ownership over your own grade, while allowing the instructor to focus more on giving feedback.
- You’ll complete a series of self-reflection and self-evaluation to assign yourself a grade letter for those projects, and the instructor will approve or modify the grade based on your work and reflections.
- All assignments will have more detailed and comprehensive instructions on Canvas.

The final course grade will be calculated using your grade for each project and the percentages above.

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%

Class Schedule (Subject to Change):

Note: ASSIGN means the instructor will announce and explain the assignment in-class; DUE means the assignment is due before class on that day. All dates here are subject to change, check Canvas for actual due dates.

DATE	TOPIC	ASSIGNMENT
Mon, 1/12	Course Introduction, Syllabus Overview 6 Phases of Production & SM Duties Overview Basic Skill Building	ASSIGN: Show Shadowing assignment ASSIGN: Mini Lecture Assignment
Module 1: Team Prep		
Wed, 1/14	Given Circumstances, Team Management & Time Management	ASSIGN: Team Prep Project
Holiday – NO CLASS		
Wed, 1/21	Document Design & SM Paperwork	
Mon, 1/26	Script Analysis and Character/Scene Breakdown	
Wed, 1/28	File Organization & SM Prompt Book	
Mon, 2/2	Reading Design Files & Room Arrangement	
Wed, 2/4	Floor Taping in-class Exercise	
Mon, 2/9	Team Prep Jeopardy & Peer Review	DUE: Team Prep Project
Module 2: Facilitating Rehearsal		
Wed, 2/11	First Rehearsal, Table Work & Rehearsal Report Mock Rehearsal 1 - Table Work	ASSIGN: Facilitating Rehearsal Project
Mon, 2/16	Facilitating Rehearsal	
Wed, 2/18	Blocking Notation for Theatre & Dance	
Mon, 2/23	Representing Production Departments Mock Rehearsal 2 – Staging Rehearsal	

DATE	TOPIC	ASSIGNMENT
Wed, 2/25	Safety & Well-being in Rehearsal	
Mon, 3/2	Prompting, Line Notes & Scene Work Mock Rehearsal 3 – Scene Work	
Wed, 3/4	"Facilitating Rehearsal" Portfolio Showcase Mid-Term Knowledge Review	DUE: Facilitating Rehearsal Project
Module 3: Taking Charge of Tech		
Mon, 3/9	Pre-Tech Backstage Planning	ASSIGN: Taking Charge of Tech Project
Wed, 3/11	Run Sheet	ASSIGN: Run Sheet Assignment
Mon, 3/16	Spring Break – NO CLASS	
Wed, 3/18	Spring Break – NO CLASS	
Mon, 3/23	Cue Notation & Communication System	
Wed, 3/25	Running a Tech Rehearsal Tech Etiquette & Protocols	
Mon, 3/30	Cue calling in-class practice	
Wed, 4/1	Working w/ Wardrobe team Costume Change Plot	DUE: Run Sheet Assignment
Mon, 4/6	"Taking Charge of Tech" Portfolio Showcase Knowledge Review	DUE: Taking Charge of Tech Project
Module 4: Maintaining the Show		
Wed, 4/8	Previews and Opening Night Performance Reports	ASSIGN: Show Run Problem Project
Mon, 4/13	Show Maintenance	
Wed, 4/15	Understudies & Closing	
Mon, 4/20	Review, Working Session, Project Q&A	
Wed, 4/22	"Show Run Problems" Showcase Final Course Review	DUE: Show Run Problems Project
Wed, 4/29	Final Exam Day (NO EXAM)	DUE: Shadowing Reflection Assignment

Academic Policies and Resources:

Here's the link to some academic policies and resources at UF: [Academic Policies & Resources](#)

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 \$140 as the additional fee for this course.