Instructor: AnnDee Alvidrez  
Email: adalvidrez3@utep.edu  
Phone: 747-7852  

Office: D191  
Office Hours: By appointment  
Class: Scene Shop

Initial Meeting time: F 12:00pm – 12:50pm D171

Shop Hours and Availability
12:30-5p Monday -Friday

There are possible weekend calls. You are required to purchase one set of protective eyewear and one set reusable protective earplugs to attend any work call or scene shop work. You are also required to wear closed toed shoes and no shorts are allowed in the theatre for safety reasons. If your clothes are not to standard, we will send you home to change. Do not wear any dangling jewelry, and any long hair must be tied back out of the way from face. Your hours will not start until you come to the theatre with appropriate clothes, have your protective eyewear and you have signed in. Student must bring a completed safety assessment and acknowledgement when you come to your first work call; as well as signing their name on the google doc to record that they have had a safety briefing. You can access the safety test and answer sheet on Blackboard.

Course Objective:
The purpose of this course is to give each student the opportunity to learn the skills necessary for the various areas necessary to produce a theatrical production.

Learning Outcomes:
• Through practice students will understand the skills needed to execute the technical side of a production and or generating, developing and maintaining the audience and front of house.

Requirements:
Each student is required to obtain a total of 60 points. These points may be a combination of lab hours/ crew hours. * With the exception of writing an essay of 500 words for extra points.

Lab hours: 1 hour = 1 point
Show Crew
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<thead>
<tr>
<th>Heroes and Saints</th>
<th>GFW</th>
<th>Our Secrets</th>
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<tbody>
<tr>
<td>50 points</td>
<td>20 points</td>
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• You must complete your hours by the last day of the semester.
• If your schedule does not lend itself for you to attend the designated shop hours, it is your responsibility to ask the professor for alternative assignments.
Grading:
A = 54-60 points
B = 48-53 points
C = 42-47 points
D = 36-41 points
F = 0-35 points

Attendance & Responsibilities:
• It is the responsibility of the student to fulfill all the requirements to the best of their abilities. If a student is unclear about anything on the syllabus, they should seek clarification from the instructor.
• If you are employed in the shop you are doing practicum make sure you coordinate your schedule with your instructor to avoid conflict or misunderstanding.
• Work must be done in minimum two-hour blocks for students to fulfill regular requirements.
• Once you have set your schedule there will be no rescheduling.
• If you cannot make your scheduled time on a given day, please notify your supervisor ahead of time to reschedule a time later that week.
• Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade for the course. You will be asked to provide a schedule of times that you are available for work in the shop.
• It is the student’s responsibility to record their hours. Unrecorded hours will not count towards your total hours.
• It is each student’s responsibility to dress properly for the workplace, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
• If you do not complete a task in a satisfactory manner your hours for that task will not be counted.
• Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.

IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT HOURS, DUTIES, OR GRADES IN THIS COURSE, PLEASE SPEAK WITH THE PERSON IN CHARGE OF YOUR SECTION AS SOON AS POSSIBLE.

Academic Dishonesty:
Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts. Any form of academic dishonesty will NOT be tolerated in this course.

Students with disabilities:
If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at utep.edu/cass.