

**Fall 2022
Capstone****TENTATIVE SYLLABUS**

Course Instructors: Adriana Dominguez & Jay Stratton
Mailbox: Department of Theatre and Dance, FOX FINE ARTS 371D

Communication:

E-mail: adrianad@utep.edu (best method of communication)

Office: 126 Prospect Hall

Office Hours: Tuesday:10a.m.-11:30a.m.

Text number: 575-265-0687

Phone: You can TEXT me any immediate questions about the course Monday-Friday 9a.m.-5p.m. (MST)

VIOLATIONS of these time restrictions will result in reduced use of text.

Please note that all deadlines are in Mountain Standard Time (MST).

*I ask that you look over the syllabus and all the module instructions before asking a question.

Content Description

This course is the capstone for Theatre Education majors. Students will direct and showcase a one-act play.

Learning Objectives

- 1) Students will fulfill all the responsibilities of a director.
- 2) Students will engage in creative and constructive feedback sessions with a faculty mentor.
- 3) Students will engage in the entire production process.

Important University Dates

Classes Begin: 8/22

Labor Day: 9/5

Census Date: 9/7

Last Day for W: 10/28

University Closed: 11/24-11/25 (I will be unavailable)

Last Day of Classes: 12/2

Required Text/Materials

1. Active UTEP Blackboard Shell for this class

Course Policies and Procedures**Blackboard**

Blackboard is a tool that allows faculty to add resources for students to access online. Powerpoint, video, audio, animation, and other applications are created outside of Blackboard and added into Blackboard courses for students to enhance teaching and learning efforts. Assignment and schedule details as well as assignment grading can be found on Blackboard. If you need a hard copy of this syllabus, print it. Your final grade is posted on **BLACKBOARD**.

Uploading and downloading assignments, syllabus and readings will be on **Blackboard**.

How to Login to Blackboard

Blackboard is tied to my.utep.edu. If you are properly registered for the class, you are enrolled in Blackboard as well.

Go to: <https://my.utep.edu>

Log in with your UTEP Username and password. If you have trouble, email me as soon as possible. Blackboard Student Services provides 24/7 help desk and technical support to faculty and students in online courses.

Contacting Blackboard Student Services 24/7 Support

Toll free 1-877-382-0491

***** IMPORTANT:** You must get into the habit of checking Blackboard EVERY DAY to make sure you do not miss any important announcements, which will be posted in the Announcement area.

Required Materials

- Access to computer and internet.
- All readings and videos are posted on the Blackboard site located in the Learning Module for any particular week.
- A UTEP e-mail account; if you don't have one, GET ONE IMMEDIATELY.
- Go to <http://getmail.utep.edu>
- You may also call the HELP desk at (915) 747-4357 (on campus) or (915) 747-5257 (off-campus)

Grading policy and evaluation procedures:

Credit hours: 1

- Grading scale: SEE BELOW
- Requirements and assignments: SEE BELOW

Additional Considerations

This course requires online participation. Individual projects will present a number of creative problems. The originality with which you solve these problems and participate in this collective online learning experience will also be a factor in your grade. It is your responsibility to learn and improve each day.

COVID-19 Precautions

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can

work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors.

Class Attendance

<http://academics.utep.edu/Default.aspx?tabid=54418>

The student is expected to maintain a consistent presence in this course. IF you are late to class please WAIT until the person speaking is done. This is about respecting others

Class Requirements: In order to pass this course, you must:

1. complete all assignments;
2. participate actively
3. upload all assignments to Blackboard on time.

Deadline Policy

Late submissions will not be graded. Please ensure that you carefully read all instructions. Reading the instructions is your responsibility and you should not assume due dates or times. Work can be submitted before the deadline time/date. Note that all assignments are due at 11:59p.m. on the stated deadline.

Upload Instructions

Upload written work as either a **DOC** or **PDF** file. **Do not upload Text files.** Name them as follows: your last name_play1(no spaces)_date(mmddyy)
example: lopez_play1_041518

Grades

Your final grade will reflect the instructor's evaluation of

Aug 15	Piece Proposal	10 points
Aug 25-26	UTEP Fall Auditions	
Sept 16	Director's Concept Due with Completed Cut Script	20 points
Oct 1	Rehearsal Calendar	10 points
Oct-Nov 27	Rehearsal time per your schedule in available spaces	20 points
Nov 28- Dec 1	Rehearsals begin in studio, two shows per night	
Dec 2-3	Tech, two shows per night	
Dec 4	Final Dress, all four shows	
Dec 5	OFF	
Dec 6-9	Performances, two shows per night	20 points
Dec 9	Reflection paper	10 points
Dec 12	Probable strike date	10 points

Letter grade scale

100 – 90 points = A

89 – 80 points = B

79 – 70 points = C

69 – 60 points = D

59 – 0 points = F

Subject Matter: The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable reading. If you have concerns about reading or discussing specific subjects, please contact me soon as possible to discuss possible accommodations. I expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

The Center for Accommodations and Support Services

If you have or believe you have a disability, you may wish to self-identify. You can do so by providing documentation to The Center for Accommodations and Support Services located at Union Building East Room 106 by phone (915) 747-5148 or email cass@utep.edu. If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the director of The Center for Accommodations and Support Services.

The University Writing Center

The University Writing Center offers free synchronous online one-on-one writing assistance for UTEP Connect students. Graduate and undergraduate consultants work with writers on projects for a wide variety of classes and provide assistance during all parts of the writing process, including: prewriting, drafting, revising, and editing. Online assistance is available by appointment through the UWC's website (uwc.utep.edu). Most UWC consultants are bilingual Spanish and English speakers. Consultants will not edit your paper for you, and you are the one ultimately responsible for the work you submit and the grade you earn. Instead, Writing Center consultants will guide you through the writing process and teach you valuable writing skills. Visit the UWC's website to learn more about the services they provide, or make an appointment for an online consultation. Online consultations take place during regular business hours (see website) and must be made at least one day in advance.

Academic Integrity Statement

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Please consult the Handbook of Operating Procedures at <http://hoop.utep.edu> for the complete University policy on academic dishonesty. You may also consult with the Assistant Dean of Students at the Student Union Building West, Room 102, or by calling (915) 747-5648.

Student Agreements

Student agrees to treat fellow students, UTEP faculty and staff, with respect and collaborate with all group members in a professional manner.

Student understands that copyright laws protect the materials used in this class. Student will refrain from any public or private distribution of all materials provided and/or created in this course.

Student understands that any superimposed copyright on materials may not be “letterboxed” or covered over in any way. Student will not upload the aforementioned materials to Internet sites, whether public or private, such as YouTube, FaceBook, or any other Web Publishing System. Student will not exhibit any of the materials provided and student work created in this course and shared on Blackboard in any public venue without express and written permission of the copyright holder.

Student Responsibility

You are responsible for seeing that all of your equipment and software are up to date or that you get yourself to a lab, library, etc. where you can meet the requirements of the class.

Blackboard works best with Mozilla Firefox, Google Chrome, and Safari

You are provided with a course calendar that clearly defines all due dates and deadlines. Online learning is independent learning and you must be responsible enough to submit all work on time.

Respect

All students are in this class to learn. Should a student disrupt that process, the instructor will take the appropriate steps to ensure that all students interact in a safe space that is conducive to the learning process.

Remember that your instructor is also a human being. She has many other responsibilities outside of this class, just as the student has several responsibilities outside of this one class. Read the syllabus, stick to class/university policies, utilize common etiquette and respect, and know that your instructor wants you to succeed in this course, but she is not responsible for that, you are.

I do not drop students from class; that is your choice and responsibility.

Work will be graded in a timely manner as listed in the explanation of assignments.

As this is an online classroom, it is essential that online communication is effective and reflects appropriate behavior. Netiquette, guidelines for online behavior and interaction, will serve as the standard for this course. Netiquette guidelines provided by UTEP Online Teaching Academy.

Security:

Remember that your password is the only thing protecting you from pranks or more serious harm.

Don't share your password with anyone.

Change your password if you think someone else might know it.

Always logout when you are finished using the system.

Guidelines for communicating online:

Treat instructor with respect, even in email or in any other online communication.

Use clear and concise language.

Remember that all college level communication should have correct spelling and grammar.

Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”.

Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.

Avoid using the caps lock feature as it can be interpreted as yelling.

Limit and possibly avoid the use of emoticons like :) or ☹.

Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.

Be careful with personal information (both yours and other’s).

Do not send confidential patient information via e-mail.

Email Netiquette:

When you send an email to your instructor, teaching assistant, or classmates, you should:

Use a descriptive subject line.

Be brief.

Avoid attachments unless you are sure your recipients can open them.

Avoid HTML in favor of plain text.

Sign your message with your name and return e-mail address.

Think before you send the e-mail to more than one person.