Fall 2020 (August 24-December 11)
Theatre History and Literature II
(THEA 3352)

Course Instructor: Adriana Dominguez
Mailbox: Department of Theatre and Dance, FOX FINE ARTS 371D

Communication:
E-mail through Blackboard: I will respond to e-mails within 24 hours Monday-Thursday and 48 hours Thursday-Sunday. Please make sure that you utilize proper etiquette.

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 designed to construct a foundation for the understanding and appreciation of the history of the art of theatre. Through participating in class discussions and activities, reading the text of plays, and actively participating in the research process, the student will develop a functional knowledge of the art of theatre from the Restoration through Contemporary Theatre. For this section of Theatre History, we will be focusing on the utilization of theatre as resistance.

Learning Objectives
1) Students will gain the skills to discuss and analyze written plays.
2) Students will gain an understanding of how theatre shapes our society and how theatre has been shaped by society.
3) Students will gather, understand, and present pertinent information about theatre.
4) Students will write and communicate effectively about theatre history.

Important dates
Classes Begin: 8/24
Census Date: 9/9
Last Day for W: 10/30
University Closed: 11/26-11/27 (I will be unavailable)
Last Day of Class: 12/3
Final Exam: 12/11
Final grades officially available to students: 12/17

Required Text/Materials
1. History of Theatre by Oscar Brockett 6th-10th Edition (you can use any of these editions for the course). The chapters will be available for you in Blackboard; there is NO need to purchase the text.

2. All but two plays are available online and links have been provided in the learning modules – you must read the versions I have given you.

You need to purchase:

- **Real Women Have Curves**: Josefina Lopez,
  - **Paperback**: 232 pages
  - **Publisher**: WPR Publishing (May 9, 2011)
  - **Language**: English
  - **ISBN-10**: 1889379239
  - **ISBN-13**: 978-1889379234

- **A Raisin in the Sun**: Lorraine Hansberry,
  - **Publisher**: Vintage; Reprint, Reissue edition (November 29, 2004)
  - **Language**: English
  - **ISBN-10**: 0679755330

Both are available through the UTEP bookstore and other vendors

Joy Urbina will serve as our course librarian and is here to help you, but be aware that she does have other responsibilities: jurbina4@utep.edu

3. Active UTEP Blackboard Shell for this class

4. Access to UTEP Library Database from home to view the database Digital Theatre Plus (DTP) and other library databases.

5. Adobe Reader – Here is the link: http://get.adobe.com/reader/

**Course Policies and Procedures**

**Blackboard**

This course is 100% online. We will never meet face to face. Some class members may be out of town and it would be unfair for some students and not others to have access to the professor. Therefore, you must familiarize yourself with 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)

**Required Software**
You will need the following software on your computer to efficiently work in this course. If you are using a lab on campus, they already have the necessary software. All the needed programs are free downloads and can be downloaded from the URLs I have provided here and on Blackboard, which are located in the Getting Started tab.  
- **Adobe Acrobat Reader:** You can get the program by going to www.adobe.com and then clicking on the icon on the left side of the screen which says “Get Adobe Reader. Follow instructions to install the reader.  
- **Microsoft Office:** I recommend buying this if you do not have any word processing software or presentation software. It is available at the UTEP bookstore to students at a discounted price. If you cannot purchase it you can access it at any of the computer labs on campus. All assignment documents must be submitted as Word .doc files. You can save the files as .doc files from most word processing programs. If I cannot open your documents, they WILL NOT be graded.

**Grading policy and evaluation procedures:**
Credit hours: 3  
- 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.

**Class Attendance**
The student is expected to maintain a consistent online presence for this online course. The
student is expected to participate in all class and group discussions and activities. It is the
responsibility of the student to inform each instructor of extended absences. When, in the
judgment of the instructor, a student has been absent to such a degree as to impair his or her
status relative to credit for the course, the instructor may drop the student from the class with a
grade of “W” before the course drop deadline and with a grade of “F” after the course drop
deadline.

**Class Requirements:** In order to pass this course, you must:
1. complete all assignments;
2. maintain satisfactory attendance as described above;
3. participate actively in forums and assignments
4. upload all assignments to Blackboard on time.

**Assignment Procedures**
Grading guidelines will be provided on Blackboard for all assignments.

**Deadline Policy**
CHECK ASSIGNMENT TABLE for all due dates and deadlines as 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.

**COURSE REQUIREMENTS**
As we will be looking at theatre as resistance, we are going to resist the traditional model of
exams and quizzes. You will be in charge of most of the research

**Initial Participation is EXTRA CREDIT**—you can receive up to one point of extra credit!

**Play Reflections**  
50% (approximately 5% each)
You will be viewing/reading/experiencing 10 different pieces of theatre/performance. You will
be responsible for responding to the piece in ONE of the following formats: video, PowerPoint,
voice clip, or the written word. I am aware that different people work better in different methods,
so you decide what works for you and you can have a different option each time.
After your read/watch the piece you will need to submit your thoughts. Your response should
include:
Your Name
Title of the Play
Name of the Playwright
Summary of the Play
Year the Play was Written
What was going on in the society at the time the play was written (at least five facts)
How this play exemplifies resistance (must provide at least three examples)
If you think this play is relevant now why/why not

These are the guidelines for each format of submission (what is listed below is the minimum):
Video or Voice Clip: 5 minutes
PowerPoint/Prezi: 10 slides
Written Paper: 4 pages

Final Play Submission 20%
You will be writing your OWN original piece of theatre! Hopefully you will have been inspired by what you have read/watched and you will be writing your own play. It must be original and will need to have the element of resistance. It should have a clear beginning, middle and end. Additionally, it will need to be at least 10 pages long. Although you can write about anything you want, be aware that others will be reading and critiquing your pieces.

Classmate Critique 20% (10% each)
You will be assigned two plays to review. You will need to submit a 500 word written response addressing the following: summary of the play, how it was resistance was incorporated into the piece, your favorite part of the play, one area to improve.

Final Reflection 10%
Incorporating all that you have experienced this semester, reflect on the following questions:
What is resistance?
What is theatre?
Which play/performance incorporated resistance most effectively? Why?
Is theatre an effective way to resist? Why/why not?

These are the guidelines for each format of submission (what is listed below is the minimum):
Video or Voice Clip: 7 minutes
PowerPoint/Prezi: 12 slides
Written Paper: 6 pages

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

Deadlines are listed for each submission and are in the course calendar; please note that I do not accept late work, you need to keep track of the assignment schedule. If you are having an issue with an assignment, make sure that you connect with me with plenty of time.
I have the ability to track your participation in Blackboard and I am able to see what date and time you accessed all links. Do not wait until the last minute to do your work. Technology has a way of tripping you up when you are racing against the clock. You will receive full credit for your posts that are quality and consist of critical analysis and contribute to the discussion and that meet deadlines. You will need to use the course readings to support your arguments. In addition, you will need to review and comment on your peers’ references. I do not want a summary (recap of the material) of the readings. I have read the material; I know what it is about.

BEWARE: Simply responding with “I agree” or “wow that’s interesting” is not considered quality. The word “quality” carries a lot of weight!

**Grades**

Your final grade will reflect the instructor’s evaluation of
1. the consistency of your effort and dedication to the learning process;
2. your contributions to online discussion and critiques;
3. your ongoing presence in online discussion and critiques;
4. your active participation in the learning process;
5. the quality of and approach to your work on all assignments;

While Blackboard will give you a ballpark score, the final grade is given by the instructor and reflects some of the non-tangible items listed above.

**Letter grade scale**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100 – 90 points</td>
<td>A</td>
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<tr>
<td>89 – 80 points</td>
<td>B</td>
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<td>79 – 70 points</td>
<td>C</td>
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<tr>
<td>69 – 60 points</td>
<td>D</td>
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<tr>
<td>59 – 0 points</td>
<td>F</td>
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**ASSIGNMENT TABLE**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
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<tbody>
<tr>
<td><strong>WEEK ONE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Introduction</td>
<td>.5*</td>
<td>August 27 by 11PM</td>
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<tr>
<td><strong>WEEK ONE TOTAL</strong></td>
<td>.5</td>
<td></td>
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<tr>
<td><strong>WEEK TWO</strong></td>
<td></td>
<td></td>
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<tr>
<td>Response to Peer Introductions</td>
<td>.5*</td>
<td>September 5 by 11PM</td>
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<tr>
<td>Response to World Theatre</td>
<td>1</td>
<td>September 5 by 11PM</td>
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<td><strong>WEEK TWO TOTAL</strong></td>
<td>1.5</td>
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<td><strong>WEEK THREE</strong></td>
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<tr>
<td>Response</td>
<td>4</td>
<td>September 12 by 11PM</td>
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<tr>
<td><strong>WEEK THREE TOTAL</strong></td>
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<tr>
<td>Week</td>
<td>Response</td>
<td>Total</td>
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<tr>
<td><strong>WEEK FOUR</strong></td>
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<td></td>
<td>September 19 by 11PM</td>
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<tr>
<td><strong>WEEK FIVE</strong></td>
<td>5</td>
<td>5</td>
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<td></td>
<td>September 26 by 11PM</td>
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<tr>
<td><strong>WEEK SIX</strong></td>
<td>5</td>
<td>5</td>
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<td></td>
<td>October 3 by 11PM</td>
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<tr>
<td><strong>WEEK SEVEN</strong></td>
<td>5</td>
<td>5</td>
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<td></td>
<td>October 10 by 11PM</td>
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<tr>
<td><strong>WEEK EIGHT</strong></td>
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<td>October 17 by 11PM</td>
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<tr>
<td><strong>WEEK NINE</strong></td>
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<td>October 24 by 11PM</td>
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<tr>
<td><strong>WEEK TEN</strong></td>
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<td></td>
<td>October 31 by 11PM</td>
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<tr>
<td><strong>WEEK ELEVEN</strong></td>
<td>5</td>
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<td></td>
<td>November 7 by 11PM</td>
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<tr>
<td><strong>WEEK TWELVE</strong></td>
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<td></td>
<td>November 14 by 11PM</td>
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<tr>
<td><strong>WEEK THIRTEEN</strong></td>
<td>10</td>
<td>10</td>
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<td></td>
<td>November 21 by 11PM</td>
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<tr>
<td><strong>WEEK FOURTEEN</strong></td>
<td>20</td>
<td>20</td>
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<tr>
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<td>November 29 by 11PM</td>
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<tr>
<td><strong>WEEK FIFTEEN</strong></td>
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<tr>
<td></td>
<td>December 3 by 11PM</td>
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WEEK FIFTEEN TOTAL 5

WEEK SIXTEEN
Review Second Play 5 December 11 by 11PM
WEEK SIXTEEN TOTAL 5

COURSE TOTAL 101*

*Extra points

Modules
Theatre History is set up in modules with new content, discussions, and major assignments. The modular structure is meant to "package" the week(s) so that students know exactly what is expected for that time period.

Student Personal Response Videos
Former UTEP students have kindly provided their perspective on the plays you will be reading. These are short videos that are solely the opinion of that student, but also remind us how theatre is individually interpreted. You do not have to watch these, but I highly recommend that you do.

Course Calendar

Week One: August 24-August 29
Personal Introduction .5 August 27 by 11PM
WEEK ONE TOTAL .5

Week One is your opportunity to study the long and detailed syllabus and to familiarize yourself with the Blackboard System. This is the week to ask me any questions you have regarding the class content. It is also your time to familiarize yourself with terminology, theatrical ideas, and major historical movements prior to the timeframe of our course.

Readings:
1. Course Syllabus
2. Theatre Re-Cap: Theatre History Review & Renaissance Review

Assignments:
1. Personal Introduction
   Although we do not meet face to face and have just a few weeks to work with each other, we should make the efforts to get to know one another. Post a one minute video OR voice clip OR 500 word written paragraph introduction in the PERSONAL INTRODUCTION Discussion that addresses at least the following:
   Name
   What you prefer to be called in class; some people go by a middle name or nickname
   Major
   Classification (Junior/Senior)
   What your initial thoughts are on theatre?
   What your initial thoughts are on theatre history?
What your thoughts and experiences are with online classes?
What does resistance mean to you?
Information that you are willing to share to help us get to know each other

**Make sure that when posting you make your own THREAD for your introduction.**
You can access my introduction on the About the Instructor link along with the instructions about how to create a video introduction.

**Week Two: August 31-September 5**
Response to Peer Introductions  .5  September 5 by 11PM
Response to World Theatre  1  September 5 by 11PM
**WEEK TWO TOTAL  1.5**

**Readings:**
1. Peer Introductions
2. Theatre of the World

**Assignments:**
1. Peer responses
   You will respond, in written form, (make sure to look at the requirements for submitting responses) to three (3) of your classmates in hopes of getting to know each other and making necessary connections in the course.
2. Immerse yourself in the world of theatre! You need to watch TWO of the options available and provide your personal response in the discussion board. Your response should include the following for EACH: Name of performance, why you selected that option to respond to, what you think the piece was about, and what was most intriguing/interesting about the piece. Your response to each piece should be 200 words, so a minimum of 400 words total.

**Week Three: September 8-September 12**
Response  4  September 12 by 11PM
**WEEK THREE TOTAL  4**

**Readings:**
1. Lecture: Restoration/Post Restoration Theatre
2. Chapter 9 (text)
3. *She Stoops to Conquer*

**Assignments:**
1. Submit your response to the play following the guidelines.

**Week Four: September 14-September 19**
Response  5  September 19 by 11PM
**WEEK FOUR TOTAL  5**

**Readings:**
1. Lecture: 19th Century Theatre
2. Chapter 16 (text)
3. A Doll’s House

Assignments:
1. Submit your response to the play following the guidelines.

Week Five: September 21-September 26
Response 5 September 26 by 11PM
WEEK FIVE TOTAL 5

Readings:
1. Lecture: 20th Century
2. View: Underrepresented Groups
3. Plumes
4. Blue Blood

Assignments:
1. Submit your response to the play following the guidelines.

Week Six: September 28-October 3
Response 5 October 3 by 11PM
WEEK SIX TOTAL 5

Readings:
1. Lecture: BIPOC
2. A Raisin in the Sun

Assignments:
1. Submit your response to the play following the guidelines.

Week Seven: October 5-10
Response 5 October 10 by 11PM
WEEK SEVEN TOTAL 5

Reading:
1. For Colored Girls Who Have Considered Suicide
   a. Watch/listen and Read

Assignments:
1. Submit your response to the play following the guidelines.

Week Eight: October 12-October 17
Response 5 October 17 by 11PM
WEEK EIGHT TOTAL 5

Reading:
1. Watch PBS Chicano! Series (try to complete half this week)
2. Watch Zoot Suit

Assignments:
1. Submit your response to the play following the guidelines.

Week Nine: October 19-October 24
Response 5 October 24 by 11PM
WEEK NINE TOTAL 5

Readings:
1. Bowl of Beings
2. Continue watching Chicano!

Assignments:
1. Submit your response to the play following the guidelines.

Week Ten: October 26-October 31
Response 5 October 31 by 11PM
WEEK TEN TOTAL 5

Readings:
1. Lecture: Queer & Feminist Theatre
2. Real Women Have Curves

Assignments:
1. Submit your response to the play following the guidelines.

Week Eleven: November 2-November 7
Response 5 November 7 by 11PM
WEEK ELEVEN TOTAL 5

Readings:
1. Read The Laramie Project
2. Watch The Laramie Project

Assignments:
1. Submit your response to the play following the guidelines.
Week Twelve: November 9-November 15
Response 5 November 14 by 11PM
WEEK TWELVE TOTAL 5

Readings:
1. Read *Monsters We Create*
2. Watch *Monsters We Create*

Assignments:
1. Submit your response to the play following the guidelines.

Week Thirteen: November 16-21
Submit Final Reflection 10 November 21 by 11PM
WEEK THIRTEEN TOTAL 10

Assignments:
Incorporating all that you have experienced this semester, reflect on the following questions:
1. What is resistance?
2. What is theatre?
3. Which play/performance incorporated resistance most effectively? Why?
4. Is theatre an effective way to resist? Why/why not?

These are the guidelines for each format of submission (what is listed below is the minimum):
- Video or Voice Clip: 7 minutes
- PowerPoint/Prezi: 12 slides
- Written Paper: 6 pages

Week Fourteen: November 23-November 29
Play Submission 20 November 29 by 11PM
WEEK FOURTEEN TOTAL 20

Assignments:
1. Work on and submit your Final Play
   You can set up individual appointments with Adriana

You will be writing your OWN original piece of theatre! Hopefully you will have been inspired by what you have read/watched and you will be writing your own play. It must be original and will need to have the element of resistance. It should have a clear beginning, middle and end. Additionally, it will need to be at least 10 pages long. Although you can write about anything you want, be aware that others will be reading and critiquing your pieces.

Week Fifteen: November 30-December 3
First Classmate Critique 5 December 3 by 11PM
WEEK FIFTEEN TOTAL 5
Assignments:
1. You will be assigned one play to review. You will need to submit a 500 word written response addressing the following: summary of the play, how was resistance was incorporated into the piece, your favorite part of the play, one area to improve.

Week Sixteen: December 7-December 11
Second Classmate Critique 5 December 11 by 11PM
WEEK SIXTEEN TOTAL 5
Assignments:
1. You will be assigned one play to review. You will need to submit a 500 word written response addressing the following: summary of the play, how was resistance was incorporated into the piece, your favorite part of the play, one area to improve.

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 manner.

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.

I do expect all work to be original; I do read all of your work.

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. Stay away from Internet Explorer! For some reason Blackboard does not communicate well with Internet Explorer so avoid it. Additionally, it is very important that your Adobe Reader and Java software be up to date. All of your readings, lectures, and assignment sheets are (.pdf) files and require the latest version of Adobe Reader.

It is very important that you follow directions carefully. You must submit all of your work correctly. If you fail to properly submit your work you will not receive credit for the assignment. Here is an example of improperly submitting work: Student opens assignment link, copies/pastes their critical response then fails to click the submit button. They then move into another part of Blackboard and the assignment is never submitted. Simple human error, but it will cost you a grade.

You must check Blackboard daily for announcements and course messages. If you fail to check Blackboard and you miss an important announcement or email you are responsible for the consequences.

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. I will not accept late work.
The only time that I will accept a late quiz or assignment is if the Blackboard System goes down. I have the ability to enter the system as both an administrator and as a student and I will know if there was a system failure. If there was a failure I am provided with a report stating so and then I can extend the deadline.

You will be penalized for poor writing skills. If you submit work that is riddled with spelling, grammar, and punctuation errors you will lose a significant number of points for that assignment. This could be the difference between a passing and failing grade so I strongly suggest that you utilize the spell check that is provided in all of your Blackboard links.

**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 _sock.

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.

**Message Board Netiquette:**
When posting on the Discussion Board in your online class, you should:
Make posts that are on topic and within the scope of the course material.
Take your posts seriously and review and edit your posts before sending.
Be as brief as possible while still making a thorough comment.
Always give proper credit when referencing or quoting another source.
Be sure to read all messages in a thread before replying.
Don’t repeat someone else’s post without adding something of your own to it.
Always be respectful of others’ opinions even when they differ from your own.
When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
Do not make personal or insulting remarks.
Be open-minded.

Please note that aggressive and unprofessional behavior is not acceptable and will be dealt with immediately.