

# DANC 3305

**Location:** D180 Fox Fine Arts

**Instructor:** Carolyn Cubit-Tsutsui

**Cell:** 915-328-7486

**Hours:** MW 10:30-12pm T/R by appointment 9am-2:30pm

# Dance Production

**Time:** 9:00-10:20a MW

**Email:** cacubittsutsui@utep.edu

**Office:** Fox Fine Arts D179

**SPRING 2024 CRN 23972**

## Communication:

- EMAIL: Feel free to email me at any time. I will respond to all emails between 9am – 3pm M-F
- PHONE/TEXT: You can always call and leave a message on my cell phone. I will return it as soon as possible between 9am-3pm M-F. You can reach me on my cell also via text, please be respectful with the time of day. I don't want to see text at night time or on weekends please.
- VIDEO Conference: If coming to office is not possible, I can set up a video chat with either Zoom or TEAMS, just email me some times that work for you so I can schedule.
- OFFICE HOURS: I am available throughout the week at a time that works best for student. Please email me to request an appointment and let me know a few options over a few days of when you are free.

## Teaching Philosophy

Through a positive rigorous classroom environment I hope to stretch the student's imagination through hands on learning. Our inclusive learning environment has students look at how the production process in dance is developed and implemented in a large scale production during the semester. Students lead through learning. I will make sure class feels safe and open by maintaining a regular presence and keeping all channels of communication are open and that work best for students. I value student's opinions to guide me to continue to create the best class possible for their ever changing learning needs.

## Learning Outcomes

- Students will grasp a foundation in the terminology and process of technical production and design.
- Students will understand what goes into producing a production; from collaborating with production personnel, understanding the terminology, and learning to clearly communicate their vision as a dancer and choreographer.
- Students will develop and demonstrate a respect for the teamwork it takes to bring their creations to life.
- Students will be able to demonstrate and analyze their new skills through lab time and the mounting of a full scale dance production.

## Required Reading and Materials

1. Text Book – *Dance Production: Design and Technology* by Jeromy Hopgood (This currently available via UTEP Library in digital form and free) – you can download to your various devices.
2. Active UTEP email account and access to Blackboard (Blackboard is how I contact you and share materials)
3. Microsoft Word or Google Docs
4. Adobe Reader
5. Close toed shoes (for working on crew and in shops)
6. Work clothes: Long sleeve shirts and full length pants (for working on crew and in shops)
7. Solid Black pants, shoes (no white), socks, long sleeve shirt or hoodie for working on run crew
8. Tickets to Feb Dance and to Brotherhood in April

## Overview of Assignments and Grading

This class is broken into two parts: Lab (60%) and Lecture (40%)

1. Lecture is your online course work that consist of the following
  - 4 – 10 point reflections based on readings and a prompt
  - 5 – 20 point reflection reviewing production elements of a dance piece
  - 2 – 100 point exams
  - 1 – 30 point final reflection
  - 1 – 5 point introduction discussion board
  - 2 – 5 point show requirement

Grading is point based, you can earn a total of 385 points, I will converted to a percentage for your final lecture grade and that is worth 40% of your final course grade.

- See blackboard for your assignments, instructions, grading rubrics
  - See syllabus for due dates
2. Lab is 60% of your final class grade and consist of:
- Safety Exam – you can take this multiple times and must get a 100% before you can start your shop hours
  - Class attendance/work in the shops – class is MW 1:30-2:50, you are to report to your scheduled shop (Lighting, Costuming, or Scenery) to work and learn the hands on portion of the class.
    - You have 22 days of shop work, you are allowed to miss no more than 2 days before your grade is impacted. Being late will also impact your grade, 2 late arrivals will equal 1 absence.
      - 18+ present days = 100%
      - 16-17 present days = 80%
      - 14-15 present days = 70%
      - 12-13 present days = 60%
      - 0-11 present days = 0%
  - Crew on the dance production – you will be required to crew the dance concert in April. Schedule will be provided and a letter to share with your job, if needed.
    - Attendance for crew is mandatory, every job from lead dancer to board op is critical to a successful show and just like the lead dancer must show up, so must every crew member.
      - Never late, never absent = 100%
      - Late 1-2 times = 80%
      - Absent 1 time = 70%
      - Late 3+ times/Absent 2+ times = 0%
  - Strike – strike happens immediately following the Sunday Matinee on April 28th. Food will be provided for a 30 minute meal break, as soon as break is over you must report to the stage to help strike the show. Grade is simply based on attendance
    - Completed = 100%
    - Partial (Showed up late, left early, disappeared without approval from advisor) = 50%
    - No show = 0%
  - Work Ethics – This grade is based on your overall work attitude in consultation with each shop manager, the stage manager and my observations
    - Excellent – never on phone, eager to help and learn, asked questions and puts great effort = 100%
    - Good – student tries, may need some redirection, on phone once, but corrected once told, general positive = 80%
    - Needs improvement – student is present, but shows no interest to learn and grow, does not ask questions, waits to be told what to do instead of asking what they can do, on phone a few times = 60%
    - Poor – This student is on phone excessively, disappears, sits and does not do anything unless prompted, demonstrate overall irritation with being in the shop or on crew, is disrespectful to the shop heads and student employees. = 0%

## Instructor Expectations

### *Ideally*

- Respect and courtesy to everyone in the classroom, lab and shops: supervisors, student employees, classmates, guests, instructor
- Your willingness to grapple with each of the assigned problems using your best thinking
- Keeping up with assignments and shop hours
- Your close attention in the lab, shop, and classroom
- Your positive participation
- Thoughtful speech and communication
- Careful writing

### *Minimally*

- Respect and Courtesy to everyone in the classroom, lab and shops: supervisors, student employees, classmates, guests, instructor
- ATTENDANCE IN CLASS/LAB
  - Attendance is required to learn, time in the lab is critical to your understanding of the process, I understand things happen. You are allowed to miss two lab days before your grade is impacted. Being on time is also important. If you are late 2x that will equal 1 absence. See above under assignments and grading to understand the direct impact.
- Completion of assignments on blackboard.
  - I will not accept late work for this class.

### ***Absences and tardiness will affect your grade***

*I follow the guidelines set by the Dance program and will adhere to this guidelines. Please make sure you understand the impact this will have you.*

In a course that meets twice a week, a student is allowed a maximum of 2 absences in an entire semester: A student can use these absences based on personal necessity.

Tardiness – To be tardy 2x will equal 1 absence.

Exceptions:

- In the event of international bridge closures, exceptions may be made and make-up hours may be assigned. The Provost sends faculty an email when this is happening.
- In case of an injury or extended illness, it is the student's responsibility to meet with his or her instructor to discuss possible solutions for course continuation or to consider dropping the class.
- In the event of highly unusual or extenuating circumstances, a student may petition the course instructor and department chair for permission to continue in a course.

## Notes

- I do not accept late work.
- If your work that is intended to be solo work looks like it was done as a group or a partner you will all receive a zero and turned over to student conduct.
- I will log in your grades in blackboard so you can keep up with your standing in class.
- Upon student request I will withdraw a student anytime up until end of the day on dead day
- I do not offer incompletes for students who cannot complete their work or hours

***Be sure to save ALL graded work and verify your grade periodically throughout the semester and many of assignments will be needed in your portfolio. Errors in your grade can be corrected if you can provide your graded work.***

## Copyright Statement

Some of the materials in this course are copyrighted. Copying of textbooks is not "fair use" under the Copyright Act. Do not bring a copied textbook to this class. Your cooperation is expected.

## Student Conduct/Scholastic Dishonesty/Final Exams and Plagiarism

Refer to the Handbook of Operating Procedures: Student Affairs

### Students with Disabilities Policy:

If you have or suspect a disability and need an accommodation, you should contact the Cass Office at 747-5148 or at [cass@utp.edu](mailto:cass@utp.edu) or go to Room 106 Union East Building.

### Syllabus Change Policy

Except for changes that substantially affect the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

## Behavior and additional Expectations

### 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, guest, 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.
- Blackboard works best with Google Chrome, and Safari. Additionally, it is very important that your Adobe Reader software is up to date.
- 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. Another example, you submit a link to a YouTube video you did and the link is broken.
- 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. I will not

accept late work.

- Your work schedule, military deployment, athletic events, travel, vacations, sick children, broken computer, lack of access to internet, employment at UTEP, etc. are not valid excuses for missing any work in this class. If you are sick and unable to submit an assignment you will be required to provide a doctor's note in order to submit a late assignment.
- You will be penalized for poor writing skills so I 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 and shop supervisors are also human beings. They have 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 they are not responsible for that, you are.
- Work will be graded in a timely manner.

### **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 using the caps lock feature as it can be interpreted as yelling.
- Limit and possibly avoid the use of emoticons.
- 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, shop supervisor, 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.

## Lab

### Key Dates

January 16<sup>th</sup> Initial meeting to discuss lab  
January 18<sup>th</sup> 11:59pm – you safety exams are due online  
January 22<sup>nd</sup> Lab Hours Begin  
April 3<sup>rd</sup> – Last day for Lab hours  
April 16<sup>th</sup> – Crew Begins  
April 28<sup>th</sup> – Last day for Crew/Strike

### Shop Schedule

You will be assigned to a group, see Blackboard Announcements. Each group has a different rotation schedule and shop schedule. Please adhere to your schedule provided below.

#### Group A

Week 2-4	January 22-February 7	Scene Shop	
Week 5-7	February 12-28	Costume Shop	
Week 8-12	March 4 – April 3	Lighting Shop	March 11-15 is spring break

#### Group B

Week 2-5	January 22-February 14	Lighting Shop	
Week 6-8	February 19-March 6	Scene Shop	
Week 9	March 11-15	No Shop	Spring break
Week 10-12	March 18-April 3	Costume Shop	

### Crew for Person(hood) - April 16-28<sup>th</sup>

Schedule to be finalized by Monday, January 28<sup>th</sup>, this will be posted on blackboard AND a letter will be provided for you to give to your places of employment.

Tentative (Subject to Change)

April 16 <sup>th</sup> – 5-11pm Crew Watch	April 23 <sup>rd</sup> – 5-11pm Dress
April 17 <sup>th</sup> – 5-11pm Tech	April 24 <sup>th</sup> – 5-11pm Final Dress
April 18 <sup>th</sup> – 5-11pm Tech	April 25 <sup>th</sup> – 5- 11pm Opening Performance
April 19 <sup>th</sup> – 5-11pm Tech	April 26 <sup>th</sup> – 5-11pm Performance
April 20 <sup>th</sup> – 1-6pm Tech/7-11pm Tech	April 27 <sup>th</sup> – 5-11pm Performance
April 21 <sup>st</sup> – 1-6pm Tech/7-11pm Tech	April 28 <sup>th</sup> – 12-11pm Performance and Strike
April 22 <sup>nd</sup> – OFF	

## Online Work Schedule

Date	Module	Work/Items Due
Week of 1/15	Introduction to Class/Shop Hours	Complete shop safety exam by <b>Jan 18<sup>th</sup> 11:59p</b> Look at "Getting Started Module" Download your text book Complete your "Introduction" due Jan 21 <sup>st</sup> at 11:59p Complete "First Reflection" due Jan 21 <sup>st</sup> 11:59p
Week of 1/22	Collaboration	Complete Module and Reading Collaboration Reflection is due Jan 28 <sup>th</sup> at 11:59p
Week of 1/29	Preproduction	Complete Module and Reading Organization Reflection is due Feb 4 <sup>th</sup> at 11:59p
Week of 2/5	Stage Management	Complete Module and Readings <b>Feb Dance Concert due Feb 11<sup>th</sup> at 11:59p</b>
Week of 2/12	Spaces	Complete Module and Readings Reflection on Spaces is due Feb 18 <sup>th</sup> at 11:59p
Week of 2/19	Lighting	Complete Module and Readings
Week of 2/26	Creating the Lighting Design	Complete Module and Readings Lighting reflection due March 3 <sup>rd</sup> at 11:59p
Week of 3/4	Scenery & Props Creating the Scene Design	Complete <b>Both</b> Modules and Readings Scenery reflection due March 10 <sup>th</sup> at 11:59p
Week of 3/11	Spring Break	
Week of 3/18	Midterm Exam	Midterm Exam due March 24 <sup>th</sup> at 11:59p
Week of 3/25	Sound	Complete Module and Readings
Week of 4/1	Creating the Sound Design	Complete Module and Readings Sound reflection due April 7 <sup>th</sup> at 11:59p
Week of 4/8	Costumes and Makeup Creating the Costume Design	Complete <b>Both</b> Modules and Readings Costumes reflection due April 14 <sup>th</sup> at 11:59p <b>Brotherhood due April 15<sup>th</sup> at 11:59p</b>
Week of 4/15	Projections	Complete Module and Readings
Week of 4/22	Projections	Complete Module and Readings Projection reflection due <b>May 2<sup>nd</sup> at 11:59p</b>
Week of 4/29	Catch up Week	Rethink first writing reflection due <b>May 2<sup>nd</sup> 11:59p</b>
Week of 5/6	Final Exam	Final Exam due <b>May 8<sup>th</sup> at 11:59p</b>