

DANC 3305

Location: D180 Fox Fine Arts

Instructor: Carolyn Cubit-Tsutsui

Cell: 328-7486

Hours: By Appointment

Dance Production

Time: 9:00-10:20a MW

Email: cacubittsutsui@utep.edu

Office: Fox Fine Arts D179

SPRING 2023

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.
- 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

My teaching philosophy is to allow students to experience personal responsibility in the university setting. It will be the student's responsibility to actively participate in his/her job as a college student by attending class every day, arriving prepared, actively participating in class and completing all assignments. My job is to provide a positive environment that encourages the desire to learn, guide the student through the course and make sure that the student feels comfortable coming to me in person to ask any questions or to talk about the class.

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 projects and presentations.

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. Access to use Google Slides
4. Microsoft word or Google docs
5. Close toed shoes (for working on crew and in shops)
6. Solid Black pants, shoes (no white), socks, long sleeve shirt or hoodie for working on run crew

Overview of Assignments

- Lab Hours & Crew Work
 - 10 hours in light shop
 - Marley Laying twice for Faculty concert and Festival – during class hours
 - Strike for Dance Festival concert in Wise Theatre
 - Crew for Dance Festival in either the June Theatre or Wise Theatre
- Chapter Questions – on Blackboard – 8 in total
- Semester Project – 5 parts
- Final Presentation of Project
- Reflection Paper
- Attending one of the dance festival concerts

Instructor Expectations

Ideally

- Respect and courtesy to everyone in the classroom: classmates, guests, instructor
- Your willingness to grapple with each of the assigned problems using your best thinking
- Keeping up with assignments
- Your close attention in class
- Your positive participations in class discussions and exercises
- Thoughtful speech
- Careful writing

Minimally

- Respect and Courtesy to everyone in the classroom: classmates, guests, instructor
- ATTENDANCE IN CLASS
 - Attend class, I understand things happen. But it will impact your learning and understanding of assignments when you do not attend.
- Completion of assignment
 - I will not accept late work for this class.

Grading and Attendance

Your grades are broken into 2 parts: Lab and Class. Lab grade will be worth 50% of your grade and class will be 50% of your grade. A breakdown of the points and the grading will for each section will be posted on blackboard.

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 4 absences in an entire semester, 2 of which require no justification and result in no penalty. A student can use these absences based on personal necessity. The 3rd and 4th absences will result in a drop of ½ a letter grade each in the student's overall grade. At the 5th absence, regardless of the student's current course standing or grade the student will automatically fail the course.

Tardiness – To be tardy 2x will equal 1 absence. The definition of tardiness in Dance Production is walking into to class once lecture begins.

Exceptions:

- In the event of international bridge closures, exceptions may be made and make-up work may be assigned.
- 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.
- In case of injury, a student who is able to be present in the studio may observe class and complete alternative and equivalent assignments to be negotiated with the instructor.

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.

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 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 one's 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 Mozilla Firefox, Google Chrome, and Safari. Stay away from Internet Explorer! For some reason Blackboard does not communicate well with Internet Explorer. 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 you tube 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 is also a human being. 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, 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.

Schedule (Subject to Changes)

Date	Topic	Work/Items Due
1/16	No Class - MLK	
1/18	Introduction to Class/Shop Hours	
1/23	Lab Day – Lay Marley	Meet in June – Have closed toed shoes on
1/25	Collaboration	Chapter 1 due on B.B. Sun 1/29 11:59p
1/30	Preproduction and Stage Management	
2/1	Performance Spaces	Chapter 14 & 3 due on B.B. Sun 2/5 at 11:59p
2/6	Sound	
2/8	Sound	Chapter 6&7 due on B.B. Sun 2/12 at 11:59pm
2/13	Work in Class Day	
2/15	Work outside of Class	
2/20	Scenery and Props	Shop Hours Sheet Due Today in Class
2/22	Scenery and Props	Sound Project Due on B.B. Sun 2/26 11:59p
2/27	Work in Class Day	
3/1	Work outside of Class	Chapter 8&9 Due on B.B. Sun 3/5 at 11:59p
3/6	Lighting	Shop Hours Begin This Week
3/8	Safety Training Day	Location for Class TBA Prop Project Due on B.B. Sun 3/12 11:59p
3/13	Spring Break No Class	
3/15	Spring Break No Class	
3/20	Lighting	
3/22	Lab Day – Lay Marley	Meet in Wise – Have closed toed shoes on Chapter 4&5 Due on B.B. Sun 3/26 at 11:59p
3/27	Costumes	
3/29	Lighting Focus Training	Meet in the Wise
4/3	Costumes	
4/5	Work in Class Day (Costumes)	Chapter 10&11 Due on B.B. by Sun 4/9 at 11:59p
4/10	Projections and Video	Shop Hours Must be Completed this Week
4/12	Projections and Video	Costume Project Due on B.B. Sun 4/16 at 11:59p
4/17	Lighting Demo in Wise with Marissa	Meet in Wise
4/19	Work in Class Day (Lighting)	Meet in Wise Chapter 12&13 Due on B.B. Sun 4/23 at 11:59p
4/24	Work in Class Day (Projections)	Time Sheets for Lighting Shop Due Today
4/26	Work outside of Class	Light & Projection Proj Due on B.B. Sun 4/30 at 11:59p
5/1	Prep Day for Presentation	
5/3	Presentations	Reflection Paper Due on B.B. Sun 5/7
5/10	Presentations 10a-12:45pm	

Class work – this is worth 50% of your grade

Chapter Questions

Each chapter as a series of review questions. I have set up blackboard quizzes to do short answer test. You can do them on your own time and make sure they are submitted by the due date – see syllabus. You will have 2 attempts, this is only for you to use if you have a technical error on first submission. I will only grade 2nd submission

Project, Self-Reflection, Presentation & Choreographer Peer Evaluation

There are 5 parts to our master project in class, each one builds on the other. Instructions and grade sheets are going to be provided per assignment. Each project has three parts (Submission of presentation, peer evaluation, self-reflection). At the end of the semester you will present the projects as a whole to the class.

Attending Dance

You are expected to attend the dance show you are not working on (Wise or June). You are required to sign in after the show and will receive a grade for this

Reflection Paper

Reflection papers are so important for you to take time to look back at what you learned, how you grew and what you want to do with the information you have been given. They also can help the instructor look for what is working and maybe what is not in the class to continue the process of development. Instructions and rubric will be on Blackboard

Lab – this is worth 50% of your final grade

Lab is made up 4 components

- Laying Marley 2x (this will be done during class time)
- 10 hours in the light shop (shop is open M-F 12:30-5p)
- Crew for either the Wise or June Dance Festival Concert
 - Crew assignments will be given as soon as possible
- Strike for Dance Festival Concert in the Wise – everyone is required to attend

Marley Laying

Grading for Marley Lab – 10 points

- You get 10 points per class – you will receive all 5 points if you are on time, dressed to work in close shoes and are eager to help and learn
- You will get 3 points if you are late but complete the above
- You will get 0 if you miss lab and or are not in close toed shoes

Lighting Shop

Rules for Lighting Shop

1. Sign up for time slots for shops – commit to that
2. Show up on time and check in/out with supervisors
3. Dress for Shops – closed toed shoes, long pants, full length shirts (nothing cropped)
4. Positive attitude
5. Eager to learn
6. Stays off phone
7. Asks “what can I do” to Marissa or the shop supervisor

Grading for Lighting Shop – 60 points

Marissa Diaz along with her shop managers will give me an evaluation of your work after you complete shop hours. Once completed I will then give you a final grade using the rubric below.

Completion of hours 60 45 30 20 0

60 shows up on time and completed all hours. Was never on phone or presented with attitude issues
45 Is late no more than 2x but did complete all their hours. Was never on phone or presented with attitude issues
30 Has tardiness issues, missing 1 hour, may have been on phone a few times but got off once told to stop. No concern with attitude issues
20 Has tardiness issues, missing no more than 2 hours, was consistently on phone or presented with attitude issues
0 missing 3 or more hours, was consistently late, on phone, stood around and did not work and had attitude issues

Run Crew for Dance Festival

Rules for Run Crew

1. Once assigned a role in the dance concert you are committed to that job
2. Show up on time and check in/out with Stage Managers/Assistant Stage Manager
3. Dress for Crew – closed toed shoes, long pants, full length shirts (nothing cropped)
 - a. All black clothing, solid, not white showing on anything starts at first dress rehearsal
4. Positive attitude with any task assigned to them
5. Eager to learn
6. Stays off phone
7. Asks “what can I do” to Crew Heads, SM, ASM or Carolyn
8. Follow crew guidelines set by Stage Manager

Grading for Show Run Crew – 100 points

I along with the Stage Management team will evaluate your work after you complete the show. I will evaluate you crew work. Once completed I will then give you a final grade using the rubric below.

Completion of hours 50 40 30 20 0

30 shows up on time and completed all hours.
40 Is late no more than 2x but did complete all their hours.
30 is late no more than 3x but did complete all their hours.
20 is late more than 4x, missed 1 call, disappears during work hours and does not let anyone know
0 missed 2 calls

Readiness to Work 25 15 0

25 Shows up ready to work, checks in with supervisor, dressed in proper attire every day, never on phone
15 has 1-2 issues with above once in a while
0 has a chronic problem with coming ready to work

Attitude 25 15 0

25 Wonderful attitude, eager to learn and respects those around them, asks questions, never on phone or just standing around waiting, asks “what can I do”
15 has a bad day or two
0 clearly does not want to be there and acts as if this is a waste of their time

Strike for Dance Festival

Rules for Strike

1. You will be assigned to a team and supervisor at start of strike, you are to remain with that team unless otherwise reassigned

2. Show up on time and check in/out with Carolyn
3. Dress for Strike – closed toed shoes, long pants, full length shirts (nothing cropped)
4. Positive attitude with any task assigned to them
5. Eager to learn
6. Stays off phone
7. Asks "what can I do" to supervisor
8. Follow safety guidelines
9. Do not leave without being released

Grading for Strike – 30 points

I along with the supervisors will evaluate your work after you complete strike. Once completed I will then give you a final grade using the rubric below.

Completion of hours 20 0

10 shows up on time and stays until released. Keeps working entire time

0 is late, leaves before being released, or is standing sitting around, maybe on phone avoiding work

Attitude 10 0

5 Wonderful attitude, eager to learn and respects those around them, asks questions, never on phone or just standing around waiting, asks "what can I do"

0 Has general attitude, shows no eagerness to help and is on phone avoiding any work