

Location: D180

Time: 9-10:20a MW

Instructor: Carolyn Cubit-Tsutsui

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Office Phone: 747-8026 **Cell:** 915-328-7486

Office: Fox Fine Arts D179

Hours: MW 10:30-11:30 or by appointment

Communication:

EMAIL: Feel free to email me at any time. I will respond to all emails between 9am – 2pm M-F

PHONE: You can always call and leave a message or text me. I will return it as soon as possible. If reaching me on cell please respect my personal time in evenings and weekends.

OFFICE: I always prefer face-to-face meetings. If you are having any problems with class, homework, or anything else, please come see me in my office so we can work it out.

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, presentations and working in collaboration with dancers on their capstones

Required Reading and Materials

1. Text Book – *Dance Production: Design and Technology* by Jeromy Hopgood
2. Active UTEP email account and access to Blackboard (Blackboard is how I contact you and share materials)
3. A 1” Binder with plastic cover for a cover page
4. Pack of dividers
5. Kahoots App on Cellphone

Grading

Attendance and tardiness will affect your grade – see Instructor Expectations.

- Midterm and Final – 10%
- Homework – 5%
- Dance Poetry Project (Portfolio) – 20%
- Reflection Paper – 15%
- Participation – 15%
- Capstone Crew – 15%
- Lab Hours – 15%
- Play Viewing – 5%

Please Note: Be sure to save ALL graded work and verify your grade periodically throughout the semester. Errors in your grade can be corrected if you can provide your graded work. I will use Blackboard to log all your grades.

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
- Completion of lab hours with a positive attitude
- Completion of Capstone production work with a positive attitude and respect of the show and its team

Minimally

- Respect and Courtesy to everyone in the classroom: classmates, guests, instructor
- ATTENDANCE IN CLASS
 - The only excused absences in class is an official University activity, such as traveling with a team or work on a production in which proper documentation is provided with a minimum of 10 days' notice. If this paperwork is not given to me (10 days in advance), it will not be excused.
 - All other absences are not "excused" but must be explained to the instructor and supported with documentation. In case of unavoidable absences from class because of illness, death in the family, or other emergency, the student should notify the instructor immediately and present appropriate verification upon return. Arrangements to complete assignments missed because of an unavoidable absence should be made with the instructor. **You are allowed 2 of these types of absences.**
 - **Excess absences (3 or more) will result in the grade for the course being lowered one full grade per absence starting at your 3rd one.** Class absences before and after vacations are treated like any other absence during the semester and will be counted as part of the excessive absence total. At 6 absences you automatically fail the class.
 - **A series of lateness's may also be counted as absences (2 tardiness = 1 absence).**
- Completion of assignments
 - Assignments are due at the beginning of class. This means at 9am on the dot. Anything given to me after that time is considered late.
 - Assignments turned in late will result in an incomplete grade

Work Load

Lab - You will be required to complete the following for your lab:

- Scene Shop – You will be responsible for being part of the Marley Laying Crew for ACDA
- Light/Sound Shop – 8 hours
- Costume Shop – 8 hours

Crew – You will be required to be part of the production team for the Spring Dance Capstones. Positions will be assigned by me, but you will be able to select areas of interest. A tentative tech schedule will be provided by January 29th. It will require up to 20 hours of work and a fulltime commitment for a week mostly evenings.

Homework/Portfolio – You will be working on semester long project that will involve you creating choreographer concepts for each of the design areas. You must also complete the readings before each class.

Exams – You will have 2 exams in the class – this will be a midterm and a final

Reflection Paper – You will be writing a paper where you reflect back on the semester, what you learned and how this will apply to you as a future dance profession.

Play Viewing – you are required to go see *Into the Beautiful North* and sign in after the performance. If you cannot attend it or are in/working on the show you can go see *Monster's we Create* or either Dinner Theatre Performance. You must let me know by **Monday Feb 10th**.

Copyright Statement

Some of the materials in this course are copyrighted. Copying of textbooks is not “fair use” under the Copyright Act. Your cooperation is expected.

Student Conduct/Scholastic Dishonesty/Final Exams and Plagiarism

Refer to the [Handbook of Operating Procedures: Student Affairs](#).

Due to the nature of an online class, proper online etiquette is critical.

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 at the discretion of the professor.

Schedule – SUBJECT TO CHANGE***Meeting in Wise Theatre on Stage – please wear appropriate safe clothes and closed toed shoes.**

<u>Date</u>	<u>Topic</u>	<u>Due</u>
Jan 22	Introductions	
Jan 27 & 29	Guest Speaker/Collaboration Collaboration	Read Pgs 8-13 (up to 1.3) Due Jan 27th Read Pgs 13-21 Due Jan 29th
Feb 3 & 5 <i>5th – Census Day</i>	Performance Spaces Poem presentations	Read Chptr 3 Due Feb 3 rd Shop Schedule Due Feb 3 rd Poem Selection Due Feb 5th
Feb 10 & 12	Preproduction Lighting	Read Chptr 2 Due Feb 10 th <i>Confirm Play Viewing commitment</i> Read Pgs 54-69 (up to 4.6) Due Feb 12th
Feb 17 & 19*	Lighting 19 th in Theatre with Hide	Read Chptr 5 Due Feb 17 th Read 4.6 and 4.7 Due Feb 19th
Feb 24* & 26	Lighting in Theatre with Hide on 24th Lighting Designer's Experience with Hide	Read 4.8 Due Feb 24th Preproduction Paperwork Due Feb 26th
Mar 2 & 4	Sound	Read Chptr 6 Due Mar 2 nd Read Chptr 7 Due Mar 4 th Lighting Vision Due (Digitally) Mar 4th
Mar 9 & 11	Guest Speaker on Sound (?) ACDA March 11 (no class)	Come with question on previous content Mar 9 th
Mar 23 & 25	Review for Midterm Midterm	Sound Vision Due (Digitally) March 23rd (Covers Collaboration – Lighting)
Mar 30 & Apr 1	Scenery and Props	Read Chptr 8 Due Mar 30 th Read Chptr 9 Due Apr 1 st
Apr 6 & 8	Costumes, Hair and Make-up	Read Pgs 166-173 (up to 10.4) Due Apr 6 th Read Pgs 173-186 Due Apr 8 th Scenery Prop Vision Due Apr 8th
Apr 13 & 15	Costumes, Hair and Make-up Guest Speaker on Costumes and Make-up (?)	Read Chptr 11 Due Apr 13th
Apr 20 & 22	Projections and Video	Read pgs 208-219 (up to 12.5) Due Apr 20 th Read pgs 219-226 Due Apr 22 nd Costume Vision Due (Digitally) Apr 22nd
Apr 27 & 29	Projections and Video Stage Management	Read Chptr 13 Due Apr 27 th Read Chptr 14 Due Apr 29 th Projection Visions Due Apr 29th
May 4 & 6	Off May 4th Exam Review May 6th	Working on Capstones all week Reflection Paper and Portfolio Due May 6th
May 13 10am?	Final Exam	(Covers Sound – Stage Management)

Grading Breakdown

- Assignments Instructions and Rubric will be provided with each assignment
- This is a grading system breakdown for each component of the class

Participation: 15% of your final grade

Admission Tickets (after each reading assignment there is an admission ticket for class to show readiness)

Ready (2 points), partially Ready (1 point), Not Ready (0 points) = 34 Points Total

Exit Tickets (after every class there will be an exit ticket, time to reflect and ask questions)

Complete (1 points), Incomplete (0 points) = 18 Points Total

Grade from Professor (this is based off attentiveness in class, general participation, work ethic and attitude)

Grades on a 1-10 scale and a rubric of that grade will be provided = 10 Points Total

Homework: 5% of your final grade

You have 7 homework assignments which will be graded as complete/on time and incomplete/late. You must complete all of them to be allowed to do your portfolio. I will not accept any homework assignment after 1 week of due date.

Complete all 7 on time and you get 100%,

6 – 85%

4 – 57%

2 – 28%

5 – 71%

3 – 42%

1 – 14%

Portfolio: 20% of your final grade

Will be your above homework assignments, updated, corrected and assembled per the instructions. Rubric will be provided on expectations and grading guidelines. Your reflection paper will be submitted with your binder.

Exams: 10% of your final grade (5% for each one)

Reflection Paper: 15% of your final grade

A rubric will be provided on expectation and grading guidelines. To be submitted with portfolio binder but graded separately.

Lab Hours: 15% of your final grade

Evaluation on attitude from each area head will be done on a scale of 1-10 and these will be averaged

16 Hours – 90 points

11-12 Hours – 70 points

15 Hours – 85 points

9-11 Hours – 65 points

13-14 Hours – 80 points

8 Hours – 55 points

0-7 Hours – 0 points

Marley is required – failure to complete will equal 15 point reduction from total above

Capstone Production Work: 15% of your final grade

You will be evaluated on your attitude, 100% participation, and attendance. An evaluation will be given to after your work is completed.

Tentatively - your commitment will be the following:

May 1

6-10p

May 2

10a-2p

May 3rd-6th

6-10p

May 7th & 8th

6-9:30p (Performances)

May 9th

1p-10p (2 Performances)

Play Viewing: 5% of your final grade

See *Into the Beautiful North* and sign in after the performance

Outside of class: All the work above (excluding capstones) homework, studying, lab and prep will average 4 hours a week. Capstone will require at the most 20 hours. Over the course of the week