

Location: Online**Instructor:** Carolyn Cubit-Tsutsui**Cell:** 915-328-7486**Hours:** Virtual Office Hours are 8:30-10:30am Thursdays
Or by appointment – evening appointments are available.**Time:** 9-10:20a MW**Email:** cacubittsutsui@utep.edu**Office:** Virtually online**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 set up a virtual meeting with me.

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. Presentation software like Power Point or Google Slides
4. Microsoft word or Google docs

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.

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
 - We have a total of 15 meetings that will either be Monday from 9-10:20am or Wednesday 9-10:20am. Ideally you should attend all classes, one miss is understandable. I do get that students struggle to be online and I have structured the class that if you are a self-learner you can work on your own. I will use class to give impertinent information and explain assignments. However, if you do not attend, understand it will be up to you go through the material.
 - You are REQUIRED to show up for your presentation day, no exceptions, there is no makeup of that work.
- Completion of assignments
 - Assignments area all due by 11:59pm on Sundays unless otherwise specified if we do online discussions which have various due date to keep the conversation moving forward.
 - Because class is online and I teach 4 classes this semester I cannot allow for late work. Do not ask.

Schedule – *SUBJECT TO CHANGE*

<u>Date</u>	<u>Module</u>	<u>Assignments Due</u>
Jan 18-24	Introductions Class on 1/20	
Jan 25-31	Collaboration Class on 1/25	Discussion Board – Initial post is due Jan 27th Chapter 1 Project: Communicating and Idea is due Jan 31 st Discussion Board – completion is due Jan 31 st Unit Reflection – due Jan 31 st
Feb 1-7	Preproduction Class on 2/1	Collaboration Presentations in class on Feb 1st Create a Checklist – due Feb 7 th Unit Reflection – due Feb 7 th
Feb 8-14	Performance Space Class is on 2/8	Discussion Board – Initial post is due Feb 10th Dance on Various Stages is due Feb 14 th Discussion Board – completion is due Feb 14 th Unit Reflection - due Feb 14 th

Feb 15-21	Lighting Class is on 2/17	Discussion Board – Initial post is due Feb 19th Photos of Properties of Light is due Feb 21 st Discussion Board – Peer Comments are due Feb 21 st Discussion Board – Final Follow-up is due Tue, Feb 23rd
Feb 22-28	Creating the Lighting Design Class is on 2/22	Think Like a Lighting Designer Project – due Feb 28 th Unit Reflection – due Feb 28 th
EXAM 1	Exam is open from 2/22-3/7	Due on Mar 7 th - You can find the link on the Home Page
Mar 1-7	Sound Class is on 3/1	Think Like a Lighting Designer Presentations in class on Mar 1st Sound Module – Questions Assignment due Mar 7 th
Mar 8-14	Creating the Sound Design Class is on 3/8	Think Like a Sound Designer Project – due Mar 14 th Unit Reflection – due Mar 14 th
Mar 22-28	Scenery and Props Class is on 3/22	Think Like a Sound Designer Presentations in class on Mar 22nd Flooring Research & Proposal – due Mar 28 th Scenery and Props – Questions Assignment due Mar 28 th
Mar 29-Apr 4	Creating the Scenic Design Class is on 3/29	Think Like a Scene Designer Project due Apr 4 th Unit Reflection – due Apr 4 th
Apr 5-11	Costumes and Make-up Class is on 4/5	Think Like a Scene Designer Presentation in class on Apr 5th Costumes and Make-up – Questions Assignment due Apr 11 th
Apr 12-18	Creating the Costume Design Class is on 4/12	Think Like a Costume Designer Project due April 18 th Unit Reflection – due April 18 th
Apr 19-25	Projections and Video Class is on 4/19	Think Like a Costume Designer Presentations in class on Apr 19th Projections and Video – Questions Assignment due Apr 25 th
Apr 26-May 2	Creating the Projection Design Class is on 4/26	Discussion Board – Initial Post is due Apr 28th Projection Design – Questions Assignment due May 2 nd Discussion Board Completion is due May 2 nd Unit Reflection – due May 2 nd
May 3-9	Stage Management Class is on 5/3	Discussion Board – Initial Post is due May 5 th Stage Management – Questions Assignment is due May 9 th Discussion Board – completion is due May 9 th Unit Reflection – due May 9 th
May 10-14	Final Exams	Final Exam is due Wed May 12 th at 11:59pm Link on Home Page

Grading Breakdown

- *Assignments Instructions and Rubric will be provided with each assignment on Blackboard*
- *This is a list of assignments and how it will breakdown*
- *Be sure to verify your grade periodically throughout the semester. I will use Blackboard to log all your grades.*

Midterm: 10% of final grade

This exam will happen after you learn the lighting unit and will cover Collaboration – Creating the Lighting Design

Final: 10% of final grade

This exam will happen during finals week and will cover Sound – Stage Management for Dance

Homework: 30% of final grade

Each module will have 1-2 homework assignments. Some are basic question and answer and some will be creative projects or simple research.

- Collaboration Module – Chapter 1 Project: Communicating and Idea
- Preproduction Module – Create a checklist
- Performance Space Module – Dance on Various Stages
- Lighting Module – Photos of Properties of Light
- Creating the Lighting Design Module – Chapter 5: Thinks like a Lighting Designer Project
- Sound Module – Questions
- Creating the Sound Design Module – Chapter 7: Thinks like a Sound Designer Project
- Scenery and Props Module – Flooring Research and Proposal
- Scenery and Props Module – Questions
- Creating the Scenic Design – Chapter 9: Thinks like a Scene Designer Project
- Costume and Makeup Module – Questions
- Creating the Costume Design Module – Chapter 11: Thinks like a Costume Designer Project
- Projections and Video Module – Questions
- Creating the Projection Design Module – Questions
- Stage Management Module - Questions

Participation: 20% of final grade

Online is a unique structure and participation is just as important here as it is in the classroom. You will have 5 online discussion done in small groups. These will require post done in mid-week to allow time for a conversation.

- Collaboration Module – Discussion Board “What intrigues you”
- Performance Space Module – Discussion Board “Your dream Space”
- Lighting Design – Discussion Board “Playing with Color”
- Creating the Projection Design Module – Discussion Board “Looking for Dance with Projections”
- Stage Management Module – Discussion Board “Dance SM in action”

Presentations: 15% of final grade

You will only be presenting one of the following projects. Your grade will be based solely on how you presented information and preparedness

- Collaboration Module – Chapter 1 project
- Creating the Lighting Design Module – Chapter 5: Thinks like a Lighting Designer Project
- Creating the Sound Design Module – Chapter 7: Thinks like a Sound Designer Project
- Creating the Scenic Design – Chapter 9: Thinks like a Scene Designer Project
- Creating the Costume and Make-up Design – Chapter 11: Thinks like a Costume Designer Project

Unit Reflections: 15% of final grade

Reflection are to look back on what you learned, what you still want to know more about. Preconceived notions and changes in your ideas and thoughts.

- Collaboration Module
- Preproduction Module
- Performance Space Module
- Creating the Lighting Design Module
- Creating the Sound Design Module
- Creating the Scenic Design Module
- Creating the Costume Design Module
- Creating the Projection Design Module
- Stage Management Module

Subject Matter:

The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable seeing on stage. If you have concerns about viewing or discussing specific subjects, please see the person in charge of your section as soon as possible to discuss possible accommodations. As we will respect your individual's rights to choose what shows you want to see, we expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

Online Behavior and 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 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.
- 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. 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.
- 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.

Sharing of Material:

All the materials—written, audio and visual—shared within this course remain within this course. You can share on your social media your own materials if the only person that appears or the only author is you. If you want to share content that includes or is co-authored with other classmates, you need to write them AND the instructor to discuss the authorization.