

# THEA 2110, 3110, 4110: THEATRE MAJORS

**Instructors of record\*:** Carolyn Cubit-Tsutsui, MFA. Email: cacubittsutsui@utep.edu Office: FOXD 179  
Office Phone: (915)-747-8026 Office Hours: MW 9:30-10:15, Friday's by appointment

\*You will be assigned to a specific section:

If you have studio specific questions or concerns please contact your studio supervisor. See below.

Supervisor	Area	Office	Phone	Email
Adriana Dominguez	Box Office	FFA 273D	747-6213	adrianad@utep.edu
Nicole Read	Costume Studio	FFA 271D	747-7853	naread@utep.edu
Crystal Herman	Costume Studio	FFA 271D	747-7853	gherman2@utep.edu
Hideaki Tsutsui	Lighting Studio	FFA 173D	747-7851	htsutsui2@utep.edu
Nicole Bianco	Scene Shop	FFA 174D	747-7852	nmbianco@utep.edu
Tim Green	Scene Shop	FFA 171D	747-7852	sgreen@utep.edu
Beverly Kerbs-Ward	UDT Box Office	UDT	747-6061	bevkerbs@utep.edu
Jamie Barba	UDT Costumes	UDT	747-5492	jbarba@utep.edu
Roy Lockhart	UDT Scenery	UDT	747-7470	rmlockhart@utep.edu

## Course Objectives:

- The purpose of this course is to give each student the opportunity to learn skills needed for the technical and support areas of play production.
- To give students an understanding of the work necessary to put a production together.

## Practicum Requirements:

A minimum of 60 hours and a run crew must be completed to satisfy the requirements of this course. Grades will be based on whether you complete the required hours and the crew assignment. The quality of your work, your performance, and your attitude in the work place will be assessed. There will be no partial credit for incomplete hours. If you do not complete the required hours and the running crew assignment during the semester, an "F" will be given.

Students assigned to the Dinner Theatre will be required to complete 80 hours. Dinner Theatre run crew assignments will vary in weight in proportion to the run of a show and may change as a result of an extended run.

## Grading:

- In order to receive an A you must complete all of your hours AND turn in your final paper by 5pm on the last day of class
- If you complete all of your hours you will receive a B as your final grade.
- If you do not complete all of your hours you will receive an F as your final grade.

### **Studio Assignments:**

During the first practicum meeting, Theatre Majors are required to sign up for a studio in which to complete their hours. Theatre Majors are required to rotate their studio assignments each time they enroll in practicum. The student's advisor as well as the instructor of record will evaluate studio assignments as necessary to insure that each student is meeting this requirement.

The studios available to fulfill this course are:

- Box Office
- Costumes
- Dinner Theatre
- Lighting
- Scenery

Students are required to follow all guidelines, rules, safety regulations, and deadlines of the studio for which they are assigned. All questions regarding the regulations of each studio should be addressed to the studio supervisor. All sign-in sheets, papers, and quizzes should be handed in directly to the studio supervisor.

### **Running Crew:**

Every Theatre major is required to work on a running crew. Students may sign up for additional run crews if desired and available. Crews are limited in number and you must commit to every date /time listed for that production. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade.

Run crew consists of attending crew watch, all relevant tech/dress rehearsals, and all performances of a given show. Specific information on run crew rules are provided by the shop supervisor of each studio. It is the responsibility of the student to understand and follow the run crew guidelines for the studio for which they are assigned.

Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew no partial credit will be given. Running a show is a commitment to the actors, crew, designers, audience and the rest of the theatre department will be depending on you!!!

### **Attendance & Responsibilities:**

- It is the responsibility of the student to fulfill all the requirements to the best of her/his abilities. If a student is unclear about anything on the syllabus, s/he should seek clarification from the instructor.
- Hours logged for practicum DO NOT count as both work hours and practicum hours. This means if you are employed in a studio you can count hours as either work hours OR practicum hours, but not both. In this case you are required to schedule your practicum shop hours as a specific block of time each week that is consistent throughout the semester and is logged separately.
- Work must be done in minimum two hour blocks for students to fulfill regular requirements.
- Once you have set your schedule there will be no rescheduling.
- If you cannot make your scheduled time on a given day please notify your supervisor ahead of time to reschedule a time later that week.
- Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade for the course.
- You will be asked to provide a schedule of times that you are available for work in the shop.
- It is the student's responsibility to record their hours. Unrecorded hours will not count towards your total hours.
- It is each student's responsibility to dress properly for the work place, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
- Should you not complete a task in a satisfactory manner your hours for that task will not count.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso

**Availability & Specific Section Requirements:** Each section will have certain hours available:

**BOX OFFICE:**

10:00am-4:00pm

MONDAY-FRIDAY

There are also many outside hours available. Please note that in this section, students will have to go out to the community and interact with community members.

**COSTUME SHOP:**

12:00-5pm

MONDAY-FRIDAY

There are possible, but rare, night and weekend calls. You are also required to wear or bring closed toed shoes, long pants that you do not mind getting dirty, and a hair tie if your hair is longer than shoulder length. These items may be stored in the costume studio for you to change into. If your clothes are not appropriate for the project on a given day you will be asked to change or be sent home. Students must bring a signed copy of the safety walkthrough when you come to your first work call.

**LIGHTING AND SOUND SHOP:**

12:00-5:00pm

MONDAY-FRIDAY

There are possible weekend calls. You are required to purchase one 8" adjustable (Crescent) wrench for this section. You must bring the wrench to attend the work call (class). You are also required to wear closed toe shoes and no shorts are allowed in the theatre for safety reasons. If your clothes are not to our standard, we will send you home to change. Your hours will not start until you come to the theatre with appropriate clothes, have your crescent wrench and you have signed in. Student must bring a completed safety test when you come to your first work call. You can access the safety test and answer sheet on Blackboard.

**SCENE SHOP:**

12:00-5pm

MONDAY-FRIDAY

There are possible weekend calls. You are required to purchase one set of protective eyewear and one set reusable protective earplugs to attend any work call or scene shop work. You are also required to wear closed toed shoes and no shorts are allowed in the theatre for safety reasons. If your clothes are not to standard, we will send you home to change. Your hours will not start until you come to the theatre with appropriate clothes, have your protective eyewear and you have signed in. Students must bring a completed safety test when you come to your first work call. You can access the safety test and answer sheet on Blackboard.

**DINNER THEATRE:**

8:00am-5:00pm

MONDAY-FRIDAY

You are required to purchase one set of protective eyewear and one set reusable protective earplugs to attend any work call or scene shop work. You are also required to wear closed toed shoes in the scene shop for safety reasons. If your clothes are not to standard, we will send you home to change. Your hours will not start until you come to the theatre with appropriate clothes, have your protective eyewear and you have signed in. You are required to bring your completed safety assignment to the first day of class. You will find the safety information and test on Blackboard.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT HOURS, DUTIES, OR GRADES IN THIS COURSE, PLEASE SPEAK WITH THE PERSON IN CHARGE OF YOUR SECTION AS SOON AS POSSIBLE.**

### **Academic Dishonesty:**

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. 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.

Academic dishonesty is an assault on the basic integrity and meaning of a university. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the university's educational and research roles and cheapen the learning experience not only for the perpetrators, but also for the entire community. It is expected that UTEP students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Any form of academic dishonesty will NOT be tolerated in this course. <http://issweb.utep.edu/home/media/SampleOnlineCourseSyllabus.pdf>.

### **Students with disabilities:**

Any reasonable accommodations for students with limitations due to disabilities will be made, including learning disabilities. Please see me personally before or after class in the first two weeks or make an appointment, to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact The Center for Accommodations and Support Services in the East Union Bldg., Room 106 within the first two weeks of classes. The Center for Accommodations and Support Services can also be reached in the following ways:

Web: <http://www.utep.edu/cass>  
Phone: (915) 747-5148 voice or TTY  
Fax: (915) 747-8712  
E-Mail: [cass@utep.edu](mailto:cass@utep.edu)

### **Considerations:**

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 classroom that is conducive to the learning process. When you e-mail your professor, make sure: 1) Identify yourself and the class, 2) Check the syllabus first to make sure the answer is not there, 3) Use proper language; it is not a text to your friend.

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 she is not responsible for that, you are.

### **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.

# Run Crew Rules

## Dress code

**SOUND/LX/PROJECTION:** All crew members must arrive at call wearing blacks. Blacks must be solid black with no writing or designs of any kind. Blacks must fully cover the body and consist of long pants, a short or long sleeve T-shirt (that does not show any midriff), black socks, and black shoes. Shoes must have an enclosed toe and heel. Tennis shoes or boots are strongly recommended (black ballet slippers are NOT adequate).

**BOX OFFICE:** no jeans, flip flops, shorts, tennis or inappropriate clothing, hair or jewelry. You are the first people that our patrons interact with and you need to make a good impression.

**WARDROBE CREW:** All crew members must arrive at call wearing blacks. Blacks must be solid black with no writing or designs of any kind. Blacks must fully cover the body and consist of long pants, a short or long sleeve shirt, black socks, and black shoes. Shoes must have an enclosed toe and heel.

## No eating in the dressing rooms or back stage

There is absolutely no eating or drinking backstage or in the dressing rooms. This goes for all actors and crew members. The only acceptable beverage is water in a fixed top bottle. Drinking hot tea when you have a sore throat can be done in the green room but it is not allowed backstage or in the dressing rooms or around anyone in costume (tea stains costumes). Eat lunch or dinner before you arrive because you can't eat it backstage. If you partake in opening/closing night treats you should do so in the green room BEFORE your call.

## Be on time for calls

Being on time for a call means not only arriving at the theatre but being prepared and ready to do your job. You should show up early so that you have time to get your tools out, sign in, and then get to work. Five minutes early is on time. On time is late. And late is unacceptable.

## Sign in when you arrive

There will be a sign in sheet on the callboard. You must sign in before the start of your call or you will be fined for being late. If you miss a call altogether or forget to sign in you may be dropped from the production and receive an "F". **BOX OFFICE:** Sign in at the end of each night with the House Manager.

## Stay until you work is over

Your call does not end when the play ends. Each crew member must stay until their work is done and they are released by the stage manager. Once you arrive and are signed in you cannot leave and come back, you must stay for the entire call.

## No noise backstage

Do not talk when you are in the wings. Remember that noise from the hallway and dressing rooms can be heard from the audience so keep your voice down. If you are in front of house or in the theatre and patrons are present, be mindful of your language.

## No cell phones backstage

Turn your cell phone off when you arrive at your call and leave it off until you are released.

## Valuables

Avoid bringing valuables to a call.

## Don't distract the actors

The time before curtain is a time for actors to concentrate and get into character so give them their space. Do not distract the actors when they are on stage or in the wings.

## Respect the Stage Manager & the House Manager

The stage manager is your boss.

**BOX OFFICE:** The house manager is your boss.

# **Final Paper**

## **Practicum THEA 2110, 3110, 4110**

In order to receive an A in this class the student is required to prove that they have successfully reached the Course Objectives as stated in the syllabus, which are:

- Learn skills needed for the technical and support areas of play production.
- Understand the work necessary to put a production together

In order to do this a student has the opportunity to write a 2-3 page paper answering the following questions:

1. What new skills did you learn while completing your shop hours?
2. What skills did you improve while completing your shop hours?
3. How did the work that you performed during your shop hours affect this semester's productions?
4. How would these productions be different if you had not contributed?
5. How might some of the tasks affect future productions?

The final paper must be 2-3 typed pages double spaced with 1" margins. The paper is due no later than 5pm on the last day of class (Thursday before finals week). You may email the paper to me. No late work will be accepted!!!!

This paper does not count for extra credit and will not be accepted in exchange for hours.

If you do not complete your hours but you do turn in the final paper your final grade will still be an F.

If you do not turn in the final paper before 5pm on the last day of class your paper will not count for a grade.

## **Special Capstone Requirements:**

THEA 4110 when taken as a Capstone

If you are taking Practicum III as a capstone your requirements are the same as the other sections with the following exceptions:

- You are expected to either design, serve as a key production member (wardrobe head, TD, ME....) 1 or more shows, or serve your hours in the studio working on a special project.
- You must meet with me the first week of the semester to discuss the requirements of your design, production, or construction project.
- Your grade will be assessed through a rubric provided by your studio supervisor and agreed upon after the initial meeting.
- You MUST to complete the final paper to pass the class.
- Your final paper must address the following questions:
  1. What new skills did you learn while completing your degree at UTEP?
  2. How did the hours spent in the costume studio and/or designing shows help you learn and develop those skills?
  3. How will your experiences at UTEP help you in your chosen career path?