

**Instructor:** Carolyn Cubit-Tsutsui  
**Office Hours:** Mon-Thu 8:30-2pm By Appointment

**Office Location:** D179 Fox Fine Arts  
**Cell Phone:** 915-328-7486

**Communication:**

- Phone: **915-328-7486**. You can call me M-F between 8:30am and 2pm and I will return calls during these hours.
- Meetings can be in person or virtually, if in person I will require you to wear a mask before entering my tiny tiny office (more like a closet)
- Email through Blackboard **ONLY** - I respond to all emails M-F between 8:30am-2:30pm. Do not email at utep.edu because it will get lost in the shuffle and if I do see it, I will not respond. So please log into our blackboard class and use the "email professor" link on the left.
- Additional communication information can be found on blackboard in the introduction module.

**Required Text/Materials:**

1. Access to UTEP Library Course Materials and Database from home (Textbook is now available via the library in digital form)
2. Microsoft Word
3. Adobe Reader - <http://get.adobe.com/reader/>
4. Positive Attitude, Good Work Ethic and the desire to have fun, but think critically!

**Course Objectives:**

- Students will understand the basic knowledge of theatre.
- Students will develop the understanding of the aesthetic of the performing arts and theatre as an art form and its role in society.
- Students will be able to evaluate and present a critical view of social and cultural influences of live and online productions.

**Teaching Philosophy**

My teaching philosophy is to allow students to experience personal responsibility in a university setting. It will be the student's responsibility to actively participate in their job as a college student by actively participating in the class over the course of the semester, checking blackboard daily, being prepared for class and completing all assignments and tests. My job is to provide a positive environment that encourages the desire to learn, guide the students through the course and make sure that the students feel comfortable coming to me to ask any questions or to talk about the class.

**Class Attendance**

This is an online class. You should be checking in frequently to read announcement and emails. I tend to send out reminders a lot. You have work due every week. This is a 7 week part of term intensive class so we will be working on the same material I teach in a 16 week full semester, it is just crammed in a shorter window.

**Extra Credit**

Extra credit is built into the class already – see grading below - Due to the nature of the online class, there is no room for additional extra credit. If you complete every assignment, you will pass the class; that is a promise I can make.

## **Late Work**

**I do not accept late work.** No Excuses Allowed. I don't have time to catch up on grading late assignment. However, you are more than welcome to do work early and get ahead on assignments. Because extra credit is built into class you can miss a few assignments with minimal impact. (Exception is final paper)

## **Participation:**

An online class is all about your active participation. This is done through the completion of the modules and the active work in each one.

## **Learning Modules**

The class is broken into 4 learning modules or units. These online modules will contain outside reading material, videos, practice quizlets and your homework(s) and an exam. See below for due dates. If you are unfamiliar with blackboard make sure you go to the helpdesk or LACIT.

## **Subject Matter**

The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable watching or reading. If you have concerns about any of plays or discussing specific subjects, please reach out to me as soon as possible to discuss possible accommodations. As I will respect your individual's rights to choose what plays you work on, I expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

## **Technical Support**

If you do not know how to use Blackboard – go to Tech Support Room 300 at Library immediately. Do not wait until you do not understand until you are having problems. You can contact Help Desk via email, [helpdesk@utep.edu](mailto:helpdesk@utep.edu), by phone 747-5257. Hours are M-F 7a-8p, Sat 9a-10p and Sun 12-4p.

## **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. If I suspect plagiarism I will immediately turn your work over to student conduct to have them handle the situation. If found that you indeed commit academic dishonesty it will go on your record.

## **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 at the discretion of the professor.

## **Intro to Theatre Online– Grading**

*This is a point based class, you can earn up to 119 points, but you only need 90 to get an A*

*0-59 = F*

*60-69 = D*

*70-79 = C*

*80-89 = B*

*90-100 = A*

*You have an extra 19 points in work*

## **Module Work, Exams and Final Paper in order of Due date**

- Introduction Discussion Board – 2 points
- Syllabus Quiz - 2 points
- Module Self-evaluations 3 at 2 point each = 6 points total
- *The Container*/Theatre's Role Discussion Board - 7 points
- Critic Discussion Board – 7 points
- Quizlet Past & Present – 3 points
- Quizlet Role & Imagination - 3 points
- Quizlet Background & Expectations – 3 points
- Exams 1 – 3 points
- *Things I Know to Be True* Journal (Creative Process Evaluation) – 7 point
- Quizlet Playwriting – 3 points
- Quizlet Director – 3 points
- Quizlet Actor – 3 points
- Exam 2 – 3 points
- Design Module Questions – 7 points
- Creative Design Assignment – 7 points
- Decolonizing Theatre Design Reflection – 7 points
- Quizlet Stage Spaces – 3 points
- Quizlet Scenery Design – 3 points
- Quizlet Costume Design – 3 points
- Quizlet Lighting Design – 3 points
- Exam 3 – 3 points
- Final Paper (Review of a digital play) – 25 points

**\*You can take Quizlets and Exams 2 times, this is in case you have a technical error. If you get a technical error on 2<sup>nd</sup> try you forfeit the exam and quizlet. Make sure your internet is secure.**

**\*Quizlets are prep for exam if you choose to take them, so they are important.**

**\*Exams following the quizlet cover that area/module**

## **Course Schedule with important due dates**

- *You can do your work ahead of time – every component of class is open and ready. **I don't accept late work.***
- *Refer to each module for detailed explanation of self-learning content and requirements such as readings, video and other online learning content.*
- *Exams and quizlets have 2 attempts and therefore computer or internet problems are canceled out.*

### ***Schedule***

### ***Assignments/Due Dates***

#### **August 22<sup>nd</sup>-28<sup>th</sup>**

Introduction Module

Initial post of Intro Disc Board – **Aug 25<sup>th</sup>**  
Discussion Board Peer Comments – **Aug 28<sup>th</sup>**  
Syllabus Quiz – **Aug 28<sup>th</sup>**

#### **August 29<sup>th</sup>-September 4<sup>th</sup>**

Theatre's Role in Society Module

*The Container* Disc Board Initial Post – **Sept 2<sup>nd</sup>**  
Peer comments on Container Disc Board – **Sept 4<sup>th</sup>**  
Theatre's Role Self-Assessment – **Sept 4<sup>th</sup>**

#### **September 5<sup>th</sup> – 11<sup>th</sup>**

The Audience Module

Critic Discussion Board Initial Post – **Sept 9<sup>th</sup>**  
Critic Discussion Board Peer Comments – **Sept 11<sup>th</sup>**  
3 Quizlets in the module – **Sept 11<sup>th</sup>**  
The Audience Self-Assessment – **Sept 11<sup>th</sup>**

#### **Exam 1**

**Exam 1 – Sept 14<sup>th</sup> (Ideally) – Oct 5<sup>th</sup> is deadline**

#### **September 12<sup>th</sup> – 18<sup>th</sup>**

The Creative Team Module

*Things I Know to Be True* Evaluation – **Sept 18<sup>th</sup>**  
3 Quizlets in the module – **Sept 18<sup>th</sup>**  
Creative Team Module Self-Assessment – **Sept 18<sup>th</sup>**

#### **Exam 2**

**Exam 2 – Sept 21<sup>st</sup> (Ideally) – due Oct 5<sup>th</sup> deadline**

#### **September 19<sup>th</sup> – October 2<sup>nd</sup> (2 weeks)**

The Design Team Module

Design Homework Questions – **Oct 2<sup>nd</sup>**  
Decolonizing Theatre Design Reflection – **Oct 2<sup>nd</sup>**  
Creative Design Assignment – **Oct 2<sup>nd</sup>**  
4 Quizlets in the module – **Oct 2<sup>nd</sup>**

#### **Exam 3**

**Exam 3 – due Oct 5<sup>th</sup>**

#### **October 3<sup>rd</sup> – October 8<sup>th</sup>**

**Final Review – Due Oct 9<sup>th</sup>**

## **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, 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. 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 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.