

**Instructor:** Carolyn Cubit-Tsutsui  
**Hours:** MW 10:30-12p or by Appointment

**Office Location:** Fox Fine Arts D179  
**Office Phone:** 747-8026

**Communication:**

- Phone: **915-747-8026**. You can call me M-F between 8:30am and 3pm and I will return calls during these hours.
- Office Hours: See above – I am around pretty much daily from 8:30am-2:30pm. Above are my set office hours, but you can always email me to make an appointment. I am **always** happy to meet and talk in person; I find this the most effective communication when dealing with problems. Emails are always the worse. I cannot meet Monday & Wednesday between 9a-10:30a and 12p-1:30p because I have classes, and Friday 9a-12p because of department meetings.
- Email through Blackboard - I respond to all emails M-F between 8:30am-3pm. 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.

**Required Text/Materials:**

1. *Introduction to Theatre* by Carolyn Cubit-Tsutsui – available at the bookstore in hardcopy or E-copy. Links for online purchase of the e-copy through publisher available on Blackboard and alternative options for book purchases.
2. Access to UTEP Library Database from home to view the database Digital Theatre Plus (DTP)
3. Microsoft Word
4. Adobe Reader - <http://get.adobe.com/reader/>
5. 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 part of term 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.

**Grading:**

This class is weighted, please review handout for breakdown. It is also available in the introduction module on blackboard.

**Extra Credit**

Due to the nature of the online class, there is no room for 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.

**Participation:**

You are required to participate actively online. I have a few items that will be used for grading See handout for more information.

**Learning Modules**

The class is broken into 4 learning modules or units. These online modules will contain outside reading material, videos, quizlets and your homework. See course timeline for due dates. If you are unfamiliar with blackboard make sure you go to the helpdesk or Atlas center for assistance.

**Exams/Review**

- You have 3 exams in the class, they are unit exams and not cumulative. All are online and you have a window of time to take them with a set due date. They are timed and randomized. You are allowed to use your textbook, notes and quizlets.
- You will be watching *A Doll's House* on Digital Theatre Plus at the end of the term and using all the information you have learned this semester write a well-structured review of the production. Instructions and a Rubric will be provided on blackboard.

**Get out of Jail Free Card**

I allow every student one (1) "Get out of Jail Free Card" – This is your opportunity to save yourself in the event you have a computer crash. You can only use it on **EXAMS**. You simply email me (via our blackboard shell – not UTEP.edu) the instant it happens explaining the situation, your email should be written in proper format, proper subject and be written in a nice and polite tone because you are asking a favor from me. Once submitted and I process the request you cannot use it again, even if you miss the window I have opened for you (usually 24 hours-36 hours from processing). If your computer crashes at 11:55pm on due date, I expect to see email by 8am the next day. You cannot request after that time has passed. This is not for those who just forget to do the assignment it is only for technical difficulties.

**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.