

# THEA 3323

**Location:** D180 Fox Fine Arts

**Instructor:** Carolyn Cubit-Tsutsui

**Cell:** 328-7486

**Hours:** Thursdays 8-10am or by appointment (evening hours are available)

# Stage Management

**Time:** 12-1:20 MW/Online

**Email:** cacubittsutsui@utep.edu

**Office:** Fox Fine Arts D179

This class will be an online synchronize class. That means we will meet online during the class time (days to be set in syllabus) to learn content and go over assignments. Attendance will be taken and will be small part of your final grade.

## Communication:

- EMAIL: Feel free to email me at any time. I will respond to all emails between 9am – 3pm M-F
- PHONE/TEXT: You can always call and leave a message on my cell phone. I will return it as soon as possible between 9am-3pm M-F. You can reach me on my cell also via text, please be respectful with the time of day. I don't want to see text at night time or on weekends please.
- VIRTUAL: I always prefer face-to-face meetings. If you are having any problems with class, homework, or anything else, please schedule a time to hold a virtual meeting, or come drop in on my virtual hours. Zoom link will be on blackboard

## 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 Objectives

1. Students will recognize various responsibilities and skills of the stage manager
2. Students will develop communication skills through paperwork and writing
3. Students will understand the role of the stage manager in the production as a whole
4. Students will be able to articulate general understanding of the production and management process and implementation across all production disciplines

## Overview of Assignments

- Class Participation – You will be graded on participation assignments.
- Homework – Homework assignments given out with set due dates
- Paper – You will be writing a reflection paper at the end of the semester
- Test – There are two exams
- Production Journal – you will have to attend a few of our virtual/podcast/radio events and keep a journal

## Required Reading and Electronic Materials

1. Text Book – *The Back Stage Guide to Stage Management* 3<sup>rd</sup> Edition by Thomas A Kelly
2. Active UTEP email account and access to Blackboard – class relies heavily on Blackboard.
3. Microsoft Office – Word and Excel & Google Sheets
4. Access to UTEP Library
5. Adobe Reader - <http://get.adobe.com/reader/>
6. Ability to print a 44 page script

## 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
  - **Excess absences 2 or more (we meet 1x a week so you can miss up to a week of class)**
  - COVID exceptions – please see blackboard for more information and how to proceed.
  - **A series of lateness's may also be counted as absences (2 tardiness = 1 absence).**
- Completion of assignment
  - I will not accept late work for this class.

## Grading

### ***Attendance and tardiness will affect your grade***

All work is broken into very specific categories

- Homework
- Participation
- Attendance
- Test
- Reflection Paper
- Attend Online Productions and Events/Journal

You can earn a total of 250 points.

**A = 225-250    B = 200-249    C = 175-199    D = 150-174    F = 0-149**

## Notes

- Homework assignments will not be accepted late
- If your work looks like it was done as a group or a partner you will all receive a zero and turned over to student conduct.

I will log in your grades and attendance in blackboard so you can keep up with your standing in class.

***Be sure to save ALL graded work and verify your grade periodically throughout the semester and many of assignments will be needed in your portfolio. Errors in your grade can be corrected if you can provide your graded work.***

## Copyright Statement

Some of the materials in this course are copyrighted. Copying of textbooks is not "fair use" under the Copyright Act. Do not bring a copied textbook to this class. Your cooperation is expected.

## Student Conduct/Scholastic Dishonesty/Final Exams and Plagiarism

Refer to the Handbook of Operating Procedures: Student Affairs

**NOTE** –no work in this class is to be done as a group or with a partner. If this happens you will be turned over the office of student conduct.

## 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 with advance notice.

## 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.

## Schedule (Subject to Changes)

\*Refer to Blackboard for more date information in each module

\*Purple Highlighted – these are the online live class that you need to attend

Date	Topic	Work/Items Due
8/24 8/26	Online Class for Introduction and Prep	<b>Start “What Does a SM Do” Module</b> Disc. Board on “What is a SM” is due Sun 8/30
8/31 9/2	Online Class - What Does a SM Do	Continue Module Work Module Work is due Sun 9/6
9/7 9/9	Online Class – Communication Techniques	<b>Start “Communication” Module</b> Disc. Board in Module Initial Post is due <b>Thu 9/10</b> Module Work is due Sun 9/13
9/14 9/16	Online Class – Excel Tutorial	<b>Start “Doc Design &amp; Excel” Module</b> Continue Module Work Module Work is due Sun 9/20
9/21 9/23	Online Class – Preproduction	<b>Start “Preproduction” Module</b> Continue Module Work
9/28 9/30	Online Class – Preproduction Continued	Continue Module Work Continue Module Work
10/5 10/7	Online Class – The Prompt Book	Continue Module Work Module on Production is due Sun 10/11
10/12 10/14	Exam Week – no class online	Take Exam 1 on Home Page Exam1 is due 10/18 at 11:59pm
10/19 10/21	Online Class – The Rehearsal Process	<b>Start “Rehearsal and Blocking” Module</b> Continue Module Work Disc Board Initial post is due Sun 10/25
10/26 10/28	Online Class – Blocking	Continue Module Work Module work is due Sun 11/1
11/2 11/4	Online Class – Technical Rehearsal	<b>Start “Technical Rehearsal” Module</b>
11/9 11/11	Online Class - Cueing	<b>Start “Cueing Rehearsal” Module</b>
11/16 11/18	Online Class – Preview, Opening & Closing	<b>Start “Preview, Opening and Closing” Module</b> Discussion Board Initial Post due on <b>Fri 11/20</b>
11/23 11/25	Thanksgiving Week – review material and relax	Module Work is due Sun 11/29 at 11:59pm Production Journal closes on 11/29 at 11:59pm
11/30 12/2	Exam 2 and Final Paper Week	<b>Exam 2 is due on Wed 12/2 at 11:59pm</b> <b>Final Paper is due Sun 12/6 at 11:59pm</b>