

THEA 3323

Location: D180 Fox Fine Arts

Instructor: Carolyn Cubit-Tsutsui

Cell: 328-7486

Hours: By Appointment or (MW 10:30-12pm, TR 8:30-9:30)

Stage Management

Time: 9:00-10:30am MW D180

Email: cacubittsutsui@utep.edu

Office: Fox Fine Arts D179

SPRING 2024 CRN 21271

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.
- OFFICE HOURS: I am available MTWR, by appointment, see above for time window.

Teaching Philosophy

Through a positive rigorous classroom environment I hope to stretch the student's imagination through creative project based learning. With an inclusive learning environment that has students look at the role of the stage manager and develop communication and management techniques. I will make sure class feels safe and open by maintaining a regular presence and keeping all channels of communication, that work best for students, open. I value student's opinions to guide me to continue to create the best class possible for their ever changing learning needs.

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

Required Reading and Electronic Materials

1. Text Book – *The Back Stage Guide to Stage Management* 3rd Edition by Thomas A Kelly
2. *Pipeline* by Dominique Morisseau – TCG edition – see bookstore for copy
3. Active UTEP email account and access to Blackboard – class relies heavily on Blackboard.
4. Microsoft Office – Word and Excel & Google Sheets
5. Access to UTEP Library
6. Adobe Reader - <http://get.adobe.com/reader/>
7. Ability to print a portion of a script
8. Binder 1" with plastic sheet cover and 2 dividers (can be used but has to be clean and neat)
9. Folder with pockets to submit assignments and keep work (can be used)

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.

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

- o Attend class, I understand things happen. But it will impact your learning and understanding of assignments when you do not attend.
- Completion of assignment
 - o **I will not accept late work for this class without penalty to your grade**
 - o Late work is anything submitted to me after the end of class on due date. Digital assignments will close 30 minutes after due date. Work that is not submitted correctly (ie digitally, hard copy or both) is considered late.
 - o Grade drops starting at 10:20am of due date. If assignment requires a hard and digital copy both versions are due, if you only submit one version then it is considered late. I drop one letter grade per day late.
 - o Digital Journals will close at 10:20am and will not be accepted for late grading.

Grading

- Binder assignments – range from 10-20 points, there are 8 of them for a total possible 130pts
- Digital response journals – 4 points each, there are 8 of them for a total possible 32pts
- What Did You Learn Essays – Midterm and Final at 20 points each for total of 40pts
- In class questions – 8 of them at 3 points each for a total possible 24pts
- Attendance – 28 classes at 2 pts each for a total possible 56pt
- Show Attendance – 10pts
- Final Binder – 40pts
- Extra credit ushering – earn 3pts for ushering dance concert shows – up to 6pts
- Extra credit surveys – UTEP and Professors – 3pts each for up to 6pts

You can earn a total of 332 points, but grading is on a 310 scale (22 extra credit built in) plus an additional 12 extra credit with ushering and surveys for a total of 34 extra credit points. Note there is 31 points between letter grades. With all that extra possible credit you could easily go from a B to an A and so on.

Due date looks difficult to achieve? No worries. You can negotiate all **binder assignment** due date as well as your **midterm “what did you learn” essay**. It must be negotiated no later than one week before the due date. Email instructor on blackboard, in the most professional writing, and begin your negotiations. Be clear of the problem and how you would like it solved.

A = 279-310 B = 248-278 C = 217-247 D = 186-216 F = 0-185

Notes

- 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.
- You must turn in all your final binder homework assignments or your final binder will result in grade reduction per missing assignment. For example, if you never submit the character chart breakdown and put in the binder at end of the semester, your binder letter grade is reduced by one letter. Not only do you get a zero for the character chart homework but you impact your final binder assignment.
- You should give me work for review, even you don't get a grade for it because it is late. This will allow you to make corrections and then ideally guarantee your final grade in the binder.

I will log in your grades 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 to the office of student conduct.

Additionally – some of my assignments have been submitted for students to buy or use online – I have seen these and if I see any copy of these works you will be turned over to 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 or go to Room 106 Union East Building.

Behavior and additional 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, Google Chrome, and Safari. Additionally, it is very important that your Adobe Reader software is up to date.
- 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. I will not accept late work.
- 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 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. 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 they are not responsible for that, you are.
- Work will be graded in a timely manner.

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 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.

Base Schedule (Subject to Changes)

Date	Topic	Work/Items Due
1/15	No Class - MLK	
1/17	Introduction and Prep What Does a SM Do	
1/22	What Does a SM Do?	
1/24	Communication Techniques	Journal "What Does a SM Do" due on BB @10:20a
1/29	Communication Techniques	
1/31	Document Design	Communication Reflection due on BB @10:20a
2/5	Excel Tutorial	
2/7	Excel Tutorial	Doc Design Response due on BB @10:20a
2/12	Preproduction	*Pipeline Script Reading Due
2/14	Preproduction	Calendar Re-creation Due in class & BB @ 10:20a
2/19	Preproduction	
2/21	Prompt Book	
2/26	The Rehearsal Process (KCACTF)	
3/28	No Class (Empeños Matinee)	Prod Anal & Char Bkdown due class & BB @10:20a
3/4	The Rehearsal Process	Journal "Preparing for Reh" due on BB @10:20a
3/6	The Rehearsal Process	What Have You Learned Part I due on BB @10:20a
3/11	Spring Break No Class	
3/13	Spring Break No Class	
3/18	Blocking	2 nd Journal in the Reh Mod due on BB @10:20a
3/20	Blocking Activity (USITT)	Blocking Page due in Class and on BB @9a
3/25	Technical Rehearsal	
3/27	Technical Rehearsal	Corrected Blocking Pages due in Class <i>*if needed</i>
4/1	Cueing	
4/3	Cueing In Class Cue List Activity	Journal in Tech Reh Mod due on BB @10:20a
4/8	Cueing Script Placement	
4/10	No Class	Initial cue list due in class and on BB @ 9am
4/15	Calling Activity	
4/17	Calling Activity	FnI Cue List, Script & Ready to Call in class @9am
4/22	Preview, Opening	
4/24	Closing and Touring	Deck Run Sheets Due in class & on BB @10:20a Journal "Anything But Routine" due on BB @10:20a
4/29	BACK UP DAY	
5/1	Binder Collections	Journal SM Podcast due on BB @10:20a Contact Sheet, Prop List, Sign in Sheet Blocking, Cues, and Final Binders due in Class @ 9am Contact, Prop, Sign in due digitally by 10:20am Extra Credit Survey's Due by 11:59pm What Have You Learned Part II? Due on BB @11:59p