

Location: D180 Fox Fine Arts
Instructor: Carolyn Cubit-Tsutsui
Office Phone: 747-8026

Time: 12-1:20 MW
Email: cacubittsutsui@utep.edu
Office: Fox Fine Arts D179

Hours: MW 9:15-10:15 am or BY APPOINTMENT. I am not in on Tuesday or Thursday.

Communication:

- **EMAIL:** Feel free to email me at any time. I will respond to all emails between 9am – 2pm MWF
 - **PHONE:** You can always call and leave a message on my office phone. I will return it as soon as possible on MWF.
 - **OFFICE:** I always prefer face-to-face meetings. If you are having any problems with class, homework, or anything else, please come see me in my office so we can work it out.
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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.

Goals of the Course

1. Students will learn what it means to be a stage manager, along with the tasks involved with the job.
2. Students will study the job from getting the job to close and tour of the show.
3. We will look at the role of the stage manager in different types of theatre: profit, non-profit, educational and community.
4. Students will also learn the role of the stage manager in other performing arts such as dance, opera, industrials and corporate work.

Overview of Assignments

Various paperwork assignments
Stage Management reflective paper
Mini Tests

Required Reading and Electronic Materials

1. ½" Binder with plastic slip cover on front – Create a cover page with show name and your name
2. Text Book – *The Back Stage Guide to Stage Management* 3rd Edition by Thomas A Kelly
3. Active UTEP email account and access to Blackboard – class relies heavily on Blackboard.
4. Microsoft Office – Word and Excel
5. Ability to print out documents
6. Adobe Reader - <http://get.adobe.com/reader/>

Grading

Attendance and tardiness will affect your grade – see Instructor Expectations.

You have 3 components to class and each component is worth 30% of your grade. I will log in your grades in blackboard so you can keep up with your standing in class.

Please Note: Be sure to save ALL graded work and verify your grade periodically throughout the semester. Errors in your grade can be corrected if you can provide your graded work.

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
 - The only excused absences in class is an official University activity, such as traveling with a team or work on a production in which proper documentation is provided with a minimum of 10 days' notice.
 - All other absences are not "excused" but must be explained to the instructor and supported with documentation. In case of unavoidable absences from class because of illness, death in the family, or other emergency, the student should notify the instructor immediately and present appropriate verification upon return. Without appropriate documentation, the absences will be considered "unavoidable." Arrangements to complete assignments missed because of an unavoidable absence should be made with the instructor.
 - **Excess absences (2 or more) will result in the grade for the course being lowered one full grade.** Class absences before and after vacations are treated like any other absence during the semester and will be counted as part of the excessive absence total.
 - **A series of lateness's may also be counted as absences (2 tardiness = 1 absence).**
- Completion of assignment
 - Assignments are due at the beginning of class
 - Assignments will be accepted with grade deduction if received by the time I go home on the due date if turned in with an excuse, real or imaginary, that elicits sympathy or, even better, makes me laugh
 - No late work will be accepted. Even if absent – you should email it to me before class begins.
- Exceptions to the rule
 - Please review your schedule with the dates that assignments are due. If you anticipate serious conflicts during the semester, you may negotiate to turn in assignments late with no penalty. The negotiation must be done at least TWO weeks in advance of the due date for the assignment. The negotiation will take place by EMAIL on BLACKBOARD only. The better prepared you are for the negotiation, the more likely the negotiation will turn out favorably for you.
 - Tests and Final Paper are non-negotiable.

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

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.

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.

Date	Topic	Due
Week 1 Jan 15 & 17	No Class Jan 15 Introductions and Prep	
Week 2 Jan 22 & 24	History/What Does a SM Do Communication and Principles of Doc Design	
Week 3 Jan 29 & 31	Principles of Doc Design Town Hall – Meet in the Wise Theatre	
Week 4 Feb 5 & 7	Working with Excel Meet in Computer Lab	
Week 5 Feb 12 & 14	Preproduction	
Week 6 Feb 19 & 21	No Class Feb 19 Preproduction	
Week 7 Feb 26 & 28	Preproduction Prompt Book	Production Calendar (Mon) Script Analysis & Character.Scene Bkdwn (Wed)
Week 8 Mar 5 & 7	Prompt Book The First Rehearsal	Test – Preproduction (Mon) Aud. Paperwork (Mon) Prop List Due (Wed)
Week 9 Mar 12 & 14	No Class – Spring Break	
Week 10 Mar 19 & 21	First Rehearsal The Rehearsal Period	Contact Sheet (Wed)
Week 11 Mar 26 & 28	The Rehearsal Period	Test – First Rehearsal (Mon) Blocking Page (Mon)
Week 12 Apr 2 & 4	Blocking Load – In and Tech	Reh Rep. Form & Sign In Sheet (Mon) Test – Rehearsal (Wed)
Week 13 Apr 9 & 11	Load – In and Tech Cueing The Script	Test – Blocking (Mon) Weekly/Daily & Fitting Schedule (Mon)
Week 14 Apr 16 & 18	Cueing The Script	Test – Load In and Tech (Mon) Blocking (Mon)
Week 15 Apr 23 & 25	Preview and Opening Maintaining and Running a Show	Perform Report & Tech Cues (Wed)
Week 16 April 30 & May 2	Closing and Touring Opera and Dance/Non Theatre	Test – Running a Show (Mon) Paper (Wed)

Grading Rubric for paperwork

You will be graded on a 0-5 scale with grade averaged and converted to a percentage at the end of the semester.

5 – A – this work shows complete understanding of the assignment – attention to detail and content is complete. This work is exceptional and free of typo's and technical errors.

4 – B – this work is just short of an A. Maybe a typo or two or needs a little tweaking in the layout design. A small component may have been forgotten.

3 – C – this is average work. Student may show effort but needs help in understanding concepts or working with excel. May have completed all components but is having layout issues. Or the layout is working but the content is not completed.

2 – D – this is below average – student needs to show more effort and growth and make more effort in presenting their work. Student may have left of major components, may have several typos, has made no attempt to fix problems from previous work.

1 – F – this work is showing no effort, maybe done last minute. There is absolutely no attempt to fix previous problems.

0 – This student did not turn in assignment

Test

These are each worth 100% and will be averaged. These are done in class with a 20 minute time limit from the start of class, if you are late, you will not get extended time.

Paper

This is worth 100% - you will be provided a grading rubric with the assignment