

# Syllabus THEA 4304

Instructor: Carolyn Cubit-Tsutsui

# Theatre Practicum for Non-Majors

Phone: 915-328-7486 (cell)

Contact via email on blackboard or by cellphone (texting is allowed). All communication is to be done between 9am-3pm Monday-Friday. Do not contact me on my cell in the evenings either by text or call. Office hours are by appointment only. I can set up a video chat or a phone call as needed.

## Course Objective:

The purpose of this course is to give each student the opportunity to learn about the careers and skills needed for the multitude of areas necessary to produce live events from theatre to rock and roll concerts.

## Learning Outcomes:

- Learn about the skills needed for the technical and support areas of event production.
- Understand the level of work necessary to put a live event together.

## Requirements:

This is an online class and you will have modules that you need to complete. Each module will contain reading and or viewing material that you must watch in its entirety. The amount of time spent on each module will be graded. You will then prep for a live online class that will feature different guest artists who have a professional career in the area you will be studying. You will generate questions that you would like to have answered. These questions should come from the material in the module you had studied. You will attend the live online classes then after the event you will write a journal entry based on prompt provided.

## Attendance and Responsibility

- It is the responsibility of the student to fulfill all the requirements to the best of their abilities. If a student is unclear about anything on the syllabus, they should seek clarification from the instructor.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.

## Getting Help

### Technical Support

If you do not know how to use Blackboard or have technical issues with Library access – 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 <https://www.copyright.gov/title17/92chap5.html>

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.

### 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.

### UTEP Writing Center

To get help with writing please check out the writing center – their procedure has changed due to the virus and you must plan ahead. <https://www.utep.edu/uwc/>

**Grading:**

- Attendance to Live Sessions 21 pts
    - 7 in total grade is out of 6 (meaning you can miss 1) 3 points each*
    - 3 point (attended and stayed)
    - 1 points (attended ½ and left)
    - 0 points (did not attend or attended less than half the event)
  
  - Production Journal 10 pts
    - 10 points for a completed journal – attended all required events and wrote about them
    - 8 points if you missed 1-2 events in your journal or you did all but 3 or less are done late
    - 7 points if you missed 3 events in your journal or did all but 4-5 were done late
    - 5 points if you missed 4 events in your journal or did you all but 6 were done late
    - 0 points if you missed 5 or more events in your journal or did all but 7 or more are late
  
  - Questions developed for guest 24 pts
    - 6 at 4 points each*
    - 4 points (completed question requirements; wrote thoughtful questions)
    - 2 points (completed question requirements but either does not understand the topic or questions are not well thought out)
    - 0 points (did not complete question requirements)
  
  - Module Journals 30 pts
    - 6 at 5 points each*
    - Grading Rubric will be provided on the assignment in Blackboard
  
  - Final Paper – 10 pts 10 pts
    - Grading Rubric will be provided on the assignment in Blackboard
  
  - Participation – 5 pts 5 pts
    - 5 points – completed each module and spent ample time reviewing material
    - 4 points – spend ample time on all but 1 module
    - 3 points – needed to spend more time on 2 or more module
    - 0 points – skimmed through most modules
- Total** **100pts**

**Subject Matter:**

The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable seeing on stage. If you have concerns about viewing or discussing specific subjects, please see the person in charge of your section as soon as possible to discuss possible accommodations. As we will respect your individual's rights to choose what shows you want to see, we expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

## Schedule for THEA Practicum for Non-Majors

**Subject to Change**

*Red is online synchronize class – attendance will be taken and account for grade*

8/24-8/28 – Complete the Introduction Module on Blackboard

*8/28 (12-1:20pm) – First Day of Class – meet virtually online to go through process*

8/31-9/4 – Scenery Learning Module (Complete module by Sunday 9/6)

9/7-9/11

9/9 – Questions for guest Due at 11:59pm

*9/11 – 12pm-1:20pm Live Class Session with guest Diana Davila (UTEP Alum)*

9/13 – Journal Entry on Scenery Due at 11:59pm

9/14-9/18 – Props Learning Module (Complete module by Sunday 9/20)

9/21-9/25

9/23 – Questions for guest Due at 11:59pm

*9/25 – 12pm-1:20pm Live Class Session with guest Jay Duckworth*

9/27 – Journal Entry on Props Due at 11:59pm

9/28-10/2 – Costumes Learning Module (Complete module by Sunday 10/4)

10/5-10/9

10/7 – Questions for guest Due at 11:59pm

*10/9 - 12pm-1:20pm Live Class Session with guest Merilee Ford Barrera*

10/11 – Journal Entry on Scenery Due at 11:59pm

10/12-10/16 – Lighting Learning Module (Complete module by Sunday 10/18)

10/19-10/23

10/21 - Questions for guest Due at 11:59pm

*10/23 - 12pm-1:20pm Live Class Session with guest Marq Gonzalez (UTEP Alum)*

10/25 – Journal Entry on Scenery Due at 11:59pm

10/26-10/30 – Video and Projections Learning Module (Complete module by Sunday 11/1)

11/2-11/6

11/4 - Questions for guest Due at 11:59pm

*11/6 - 12pm-1:20pm Live Class Session with guest Adam Bishop (UTEP Alum)*

11/8 – Journal Entry on Scenery Due at 11:59pm

11/9-11/13 – Sound Learning Module (Complete module by Sunday 11/15)

11/16-11/20

11/18 - Questions for guest Due at 11:59pm

*11/20 - 12pm-1:20pm Live Class Session with guest Jim Lupercio (UTEP Alum)*

11/22 – Journal Entry on Scenery Due at 11:59pm

11/23-11/27 (Thanksgiving Week)

11/30-12/4

12/3 – Final Paper due at 11:59pm

12/4 – Dead Day

12/7-12/11 – Finals week - No final for this class

**Events and Production  
Schedule and Due Dates  
Subject to Change**

**KTEP State of the Arts (9/5-9/26)** for our *ReUnion rEvolucion New Play Festival*.

You can listen to show live or catch the podcast via the webpage link.

**Pick two** to listen to.

1. *Masterclass* will air on 9/5 at 11:30am
  - *Journal is due 9/13 at 11:59pm*
2. *El Toro y La Niña* will air on 9/12 at 11:30am
  - *Journal is due 9/20 at 11:59pm*
3. *Borderline* will air on 9/19 at 11:30am
  - *Journal is due 9/27 at 11:59pm*
4. *A Farm for Meme* will air on 9/26 at 11:30am
  - *Journal is due 10/4 at 11:59pm*

**CoLA Dean's Speaker Series. (9/2-9/23)**

You will be able to watch after they air. But again, be mindful of journal due dates.

**Pick two** of these events to watch.

1. Anne Garcia-Rameros 9/2 at 2pm
  - Zoom Mtg ID 813 5014 5141 Password - 9wQZAu
  - *Journal is due by 9/13 by 11:59pm*
2. Gregory Ramos 9/8 at 2pm
  - Zoom Mtg ID 831 8652 3465 Password - 1Wp20S
  - *Journal is due by 9/20 by 11:59pm*
3. Andrew Sainez-de La O and Julia Rosa Sosa 9/16 at 1pm
  - Zoom Mtg ID 823 8725 5420 Password - du0076
  - *Journal is due by 9/27 by 11:59pm*
4. Virginia Grise 9/23 at 1pm
  - Zoom Mtg ID 852 7252 9937 Password 1Lgx0M
  - *Journal is due by 10/4 by 11:59pm*

**Into The Beautiful North**

- This is part of the NEA Big Read, the Department of Theatre and Dance will be hosting various events and virtual performances during the month of October.
- More information with dates, times and link will be coming.
- Due dates will be second Sunday after scheduled events

**THE UTEP DINNER THEATRE BROADWAY IN CONCERT – STREAMING LIVE!**

**November 14, 2020 at 7:30pm**

- The UTEP Dinner Theatre will stream live over the internet this special evening of songs from Broadway's biggest hit musicals.
- Will star our talented Musical Theatre Majors/Dinner Theatre Performers who will be performing live on the dinner theatre stage in this special theatrical event while observing social distancing guidelines.
- Will be streamed over Facebook and YouTube for the enjoyment of our UDT audience.
- *Journal will be due 11/22 at 11:59pm*

**Christmas Carol En La Frontera – The Radio Play**

**Times and Dates TBA**

- Due to COVID the Department of Theatre and Dance had to take our holiday classic and move it into a safer format for both the production team and the audience. We decided a radio play would be a beautiful tribute to the past and tradition of sitting around radio and listening to mysteries, ghost stories and holiday specials. KTEP will be airing the program in partnership with us.
- Journal Due Date TBA

## 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.