

Theatre Practicum For Majors

I-VI

Syllabus

Spring 2017

Instructor: Carolyn Cubit-Tsutsui

Office Phone: 747-8026

Hours: MWF 9:30-10:20 or **BY APPOINTMENT**

Email: cacubittsutsui@utep.edu

Office: Fox Fine Arts D179

Communication:

EMAIL/PHONE: Feel free to email me at any time using the UTEP email address above. Or you can call the office number and leave a message. I will respond to all messages between the hours 9am-2pm MWF.

OFFICE: I always prefer to have face-to-face meetings when possible. If you want to discuss your work, assignments, or anything for that matter, try to make an appointment to see me in the office.

Required Materials:

1. Binder(s) and dividers to maintain show scripts
2. Access to a computer and printer
3. Microsoft Office Software, Word and Excel required
4. Adobe PDF
5. Black Clothing and proper working shoes
6. Small Flashlight
7. Multi Tool

Course Objectives:

- To give the students the skills necessary to stage manage a theatrical production.

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 their job as a college student by attending class everyday, coming 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 students through the course and make sure that the students feel comfortable coming to me in person and asking any questions or to talk about the class.

Requirements

- You will be assigned either to Stage Manage or Assistant Stage Manage a department production during the semester.
- You will be required to report to your Director and assist them with anything necessary to get the shows up and completed within the job of the stage manager.
- You are required to attend all auditions, rehearsals, meetings and performances.
- You are required to be early to the above by a minimum of 15 minutes, but 30 minutes is preferred.
- You are required to be the last one to leave and locking all spaces
- You will have to maintain all communication, organize schedules and calls, maintain the production calendar, schedule meetings and take minutes, maintain detailed reports. The job of the stage manager is extensive. If you have a question about a task please see me as soon as possible.
- You are required to submit a binder to me 1 week after closing, in completion. Along with a self-evaluation. Failure to do this will result in failure of the class.

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.