

THEA 4304  
 Non Majors Practicum  
 University of Texas at El Paso  
 Department of Theatre and Dance

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**Instructor:** Cynthia Esparza

**Office:** D174

**Email:** [cesparza12@utep.edu](mailto:cesparza12@utep.edu)

**Office Hours:** Appointment. M-TH 12:30 - 3:30PM

**Phone:** 915-747-7852

**Class:** See below

**Initial Meeting:** Wednesday, January 21th 1:30 pm - 2:50 pm  
 Wise Family Theatre (Fox Fine Arts D270)

**Additional Shop Contact Information**

Supervisor	Shop	Office	Phone	Email
Leticia Delgado	Costume Studio	FFA D271	747-7853	lmdelgado4@utep.edu
Victor Maldonado	Lighting/Sound Shop	FFA D172	747-7851	vmaldonado8@utep.edu
Cynthia Esparza	Scene Shop	FFA D174	747-7852	cesparza12@utep.edu
Jamie Barba	DT Costume Designer	DT Costume Shop	747-5492	jbarba@utep.edu
Ezra Boney	DT Technical Director	DT Scene Shop	747-7470	ezboney@utep.edu

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**Course Objective:**

The purpose of this course is to give students the opportunity to learn the skills needed in a variety of areas necessary to produce theatrical production.

**Learning Outcome:**

Through practice students will understand the skills needed to execute the technical side of a production and or generating, developing and maintaining the audience and front of house.

**Requirements:**

Each student is required to obtain a total of 100 points. These points may be a combination of lab hours, crew hours, production reviews, show hours, and the required final paper.

**Department of Theatre and Dance Shops:**

- **90 Points** can be earned via
  - Lab hours: 1 hour = 1 point
  - Show Crew (see table below & email shop head for the show schedule)

Shop	Slow Emergences	Orlando
Light/Sound Shop	30 points	40 points
Scene Shop	30 points	40 points
Costume Shop	30 points	40 points

- Seeing 2 out of the 3 productions and submitting a 2-3 page review –

- submission on blackboard – 10 points each
- **10 Points** to be earned by writing a final reflection paper – Due May 13th on blackboard at 5pm.

### **Dinner Theatre (DT)**

**90 Points** can be earned via

Lab hours: 1 hour = 1 point

Show Crew: DT will give you details about points.

Buying a ticket to DT production, seeing the show, writing a 2-3 page review and submitting them by their deadline on Blackboard.

**10 Points** to be earned by writing a final reflection paper – Due May 13th on blackboard by 5pm.

- You must complete your hours by the last day of the semester.
- If your schedule does not lend itself for you to attend the designated shop hours, it is your responsibility to ask the professor for alternative assignments.
- Your final reflection paper is due **May 13th at 5pm**, and should be uploaded to Blackboard on the assignment link.

### **Grading:**

A = 90-100 points

B = 80-89 points

C = 70-79 point

D = 60-69 points

F = 0-59 points

### **Shop Hours and Availability**

**Costume Shop:** 12:30 pm - 5:00 pm Monday-Friday

There are possible, but rare, night and weekend calls. You are also required to wear or bring closed toed shoes, long pants that you do not mind getting dirty, and a hair tie if your hair is longer than shoulder length. If you need accommodations on storing any of your items, please see the costume studio for possible options. If your clothes are not appropriate for the project on a given day you will be asked to change or be sent home. Students must complete their safety training and log they have completed it prior to their first work call.

**Lighting and Sound Shop:** 12:30 pm - 5:00 pm Monday-Friday

There may be possible weekend calls for each show and you will be notified of those via email. You are required to purchase one 8” adjustable (Crescent) wrench for this section. You must bring the wrench to attend the work call (class). You are also required to wear closed toe shoes and long hair must be tied back. No shorts or crop tops are allowed in the theatre for safety reasons. If your clothes do not meet the safety standards, you will be sent home to change. Your hours will not start until you come to the theatre with appropriate clothes, have your crescent wrench and have signed in. Students must complete their safety training and log they have completed it prior to their first work call.

**Scene Shop:** 12:30 pm - 5:00 pm Monday -Friday

There are possible weekend calls. You are required to purchase one set of protective eyewear and one set of reusable protective earplugs to attend any work call or scene shop

work. You are also required to wear closed toed shoes and no shorts are allowed in the theatre for safety reasons. If your clothes are not to standard, we will send you home to change. Do not wear any dangling jewelry, and any long hair must be tied back out of the way from your face. No shorts or crop tops are allowed in the theatre for safety reasons. Your hours will not start until you come to the theatre with appropriate clothes, have your protective eyewear and you have signed in. Students must complete their safety training and log they have completed it prior to their first work call.

**Dinner Theatre:** 11:00 am – 4:00 pm Monday - Friday

You are recommended that you purchase one set of protective eyewear and one set of reusable protective earplugs to attend any work call or scene shop work. DT does have appropriate safety goggles and disposable ear plugs available to all students working in the shops. You are also required to wear closed toed shoes in the scene shop for safety reasons. If your clothes are not to standard, we will send you home to change. Your hours will not start until you come to the theatre with appropriate clothes, have your protective eyewear and you have signed in. Students must complete their safety training and log they have completed it prior to their first work call.

***If you have any questions or concerns about hours, duties, or grades in this course, please email the person in charge of your section and copy me on all emails.***

**Attendance & Responsibilities:**

- 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.
- If you are employed in the shop you are doing practicum make sure you coordinate your schedule with your instructor to avoid conflict or misunderstanding.
- Work must be done in minimum two-hour blocks for students to fulfill regular requirements.
- Once you have set your schedule there will be no rescheduling.
- If you cannot make your scheduled time on a given day, please notify your supervisor ahead of time to reschedule a time later that week.
- Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for the running crew. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade for the course. You will be asked to provide a schedule of times that you are available for work in the shop.
- It is the student's responsibility to record their hours. Unrecorded hours will not count towards your total hours.
- It is each student's responsibility to dress properly for the workplace, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
- If you do not complete a task in a satisfactory manner your hours for that task will not be counted.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.

## **Attending Productions**

Both DT and the Theatre Department Shops allow you to attend productions, write a review to earn up to 10 points. See above for specific show allotment for the different areas.

To earn the 10 points you must do the following

- Buy a ticket
- Attend the production
- Sign in after the production (a QR code will be provided for you to do a digital sign in or a sign in sheet)
- Write a 2-3 page paper. Paper requirements are a review of the production, this is your thoughts and opinions, written in Times New Roman, 12 point, double spaces with 1" margins. Written at a collegiate level using proper grammar and spelling. See ticket information, show schedule and paper due dates below.

## **TICKET PRICES FOR RENT**

Friday & Saturday Dinner Performances

Adult \$60.50

UTEP Faculty/Staff/Group (20+) \$57.50

UTEP Alumni Association Members\*\*\$57.50

Children (4-12 yrs. old) \$57.50

Non-UTEP Student \$57.50

Military\*\* \$57.50

UTEP Student\*\*\* \$18.00

Wednesday, Thursday and Sunday Matinee Dinner Performances – Reserved Tables

Adult \$55.50

UTEP Faculty/Staff/Group (20+)\*\* \$53.50

UTEP Alumni Association Members\*\*\$53.50

Children (4-12 yrs. old) \$53.50

Non-UTEP Student \$53.50

Military\*\* \$53.50

UTEP Student\*\*\* \$18.00

Sunday No Dinner Matinee Performances – General Admission Seating / No Meal Is Served

Adult \$35.50

UTEP Faculty/Staff/Group (20+)\*\* \$33.50

UTEP Alumni Association Members\*\* \$33.50

Children (4-12 yrs. old) \$33.50

Non-UTEP Student \$33.50

Military\*\* \$33.50

UTEP Student\*\*\* \$12.00

**\*Children 3 years and under are not allowed in the theatre.**

**\*\*Up to 4 Tickets per valid ID.**

**\*\*\*One ticket per valid UTEP ID.**

**When purchasing tickets in any discount ticket category the person on the I.D. (student/faculty/military etc.) must be present when purchasing the tickets.**

**WHERE TO PURCHASE TICKETS FOR A SHOW:**

**The UTEP Ticket Center – Main Location**

2901 N. Mesa El Paso, Texas 79902

Monday-Friday: 8 A.M.-6 P.M.

Saturday: 8 A.M.-4.PM.

Closed on Sundays

(915) 747-5234

**UTEP Ticket Center – Union East Location**

Union Building East, Room 111 (1st Floor)

Hours of Operation

Open only Fall & Spring Semesters Monday - Friday: 9am - 2pm

(Hours subject to change)

**Final Paper**

You are required to prove that you have successfully reached the learning outcome as stated in the syllabus, which is:

- Through practice students will understand the skills needed to execute the technical side of a production and or generating, developing and maintaining the audience and front of house.

Write a well-written 2-3 page paper answering the following questions:

1. What new skills did you learn while completing your practicum?  
What skills did you improve while completing your practicum?
2. How do you think the work that you performed during your practicum impacted this semester's productions?
3. How would these productions be different if you had not contributed?
4. How might some of the tasks affect future productions?

Formatting

- Name at top
- Times New Roman 12pt
- Double Spaced
- 1" Margins

Submit in blackboard through the Final Paper link on the course homepage.

**Due by 5pm, May 13th - No late work will be accepted.**

**Academic Dishonesty:**

Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts. **Any form of academic dishonesty will NOT be tolerated in this course.**

### **Center for Accommodations and Support Services:**

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students who become pregnant or have parenting responsibilities may also request reasonable accommodations. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. The UTEP Center for Accommodations and Support Services (CASS) will process requests for accommodations based on a disability, pregnancy, or parenting. Contact the Center for Accommodations and Support Services at 915-747-5148, email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal.

### **Illnesses:**

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations if possible.