

THEA 4352-003: Design Capstone CRN 27569

COURSE SYLLABUS Spring 2025

College of Liberal Arts Land Acknowledgements

As members of the University of Texas at El Paso community, we acknowledge that we are meeting on unceded Indigenous land. We would like to recognize and pay our respects to the Indigenous people with long ties to the immediate region: Lipan Apache, Mescalero Apache, Piro, Manso, Suma, Jumano, Ysleta del Sur Pueblo, Piro/Manso/Tiwa Indian Tribe of the Pueblo of San Juan de Guadalupe, and Tortugas Pueblo. We also acknowledge the nations whose territories include present day Texas: the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Alabama-Coushatta, Kickapoo, and the peoples of Chihuahua and northern Mexico from whom most/many of our students descend, such as the Rarámuri, Tepehuan, Wixarika and Nahuatlaca peoples. Finally, we recognize all of the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories here in Paso del Norte, on Turtle Island. The University of Texas at El Paso honors your history and cultures, and we seek greater awareness of the myriad ways in which your legacy can guide us in fruitful partnerships and mutually fulfilling relationships.

Course Information

Instructors: Leticia Delgado, Assistant Professor, Head of Costume Design

Cynthia Esparza, Assistant Professor of Instruction, Scenic Design

Delivery Method: In-person weekly or biweekly

Classroom Location: Fox Fine Arts D271

Class time: as laid out per individual student on a weekly and/or Bi-weekly basis.

Written Communication: e-mail lmelgado4@utep.edu or cesparza12@utep.edu

Phone Number: (915) 747 7853 or (915) 747 78 52

Office Location: Fox Fine Arts- Back of Costume Shop- D271A and or Fox Fine Arts D174

Office Hours: Face-to-Face: by appointment with advance notice




COURSE DESCRIPTION: This course covers various upper-division theatrical techniques for costume, hair/makeup, and scenic design. The student is expected to demonstrate a high level of creativity, professionalism, and intellectual investigation pertinent to the field. The focus is on expanding visual skills, familiarizing students with the techniques of theatrical design and production. as well as the many ways to communicate & create in the field of design. They are encouraged to develop their own individual style and produce professional portfolio-ready works of art that are rooted in research and hands-on physical production/re. The students should be able to communicate their ideas and research verbally, in written format, and with visual means that are per the industry standard.

Course Objectives:

- **The purpose of this course is to allow students to display and refine their skills in the area of technical theatre.**
- **To allow each student to learn skills needed for the technical and support areas of play production.**
- **To give students an understanding of the work necessary to put a production together.**
- **To give a student the guided opportunity to investigate and create something that can serve as portfolio work and the culmination of a BFA in design & technology.**

COURSE OBJECTIVES AND UNIVERSITY LEARNING OUTCOMES

By the end of the course, students will be able to:

| <u>Student Learning Objective</u> | <u>Outcome</u> |
|--|--|
| Demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal |  Teamwork Skills |
| Draw on existing knowledge bases(design & art) to create individualized methods of artistic expression that help make you employable in the industry |  Critical Thinking Skills |
| Engage as a community of artists who dialogue with each other via visual means and respectful verbal communication |  Communication Skills |



Student Requirements:

You are required to perform self-guided research that informs your capstone project. If it is a design assignment you must fulfill all the duties of the design position from preproduction meetings, script treatment or other conceptual work, all necessary sketching, rendering and paperwork. Student will sometimes be the designer, assistant designer for the show or closely work with others in those positions are assigned. During the entire process student must meet the deadlines that are set by the costume professor, costume shop supervisor and the production manager.

If the capstone is part of a show design assignment, all students are required to attend rehearsals to study blocking and keep good communications with the director and production team throughout the production process. All paperwork must be maintained an updated throughout the process.

The designer/student must submit the final package to the instructor in PDF form and in a binder with appropriate tabs as part of the final grade for this course. Your portfolio review and website should include this capstone package (show or project).

The following must be met for realized costume production work

| <i>Paperwork & events: Capstone</i> | With professor | With professor/shop supervisor | Production/director mtg | Portfolio ready |
|---|----------------|--------------------------------|-------------------------|-----------------|
| Research/color palette | x | | x | x |
| Prelim dressing list | | x | | |
| Prelim Sketches | | x | x | |
| Final sketches & color palette | x | x | x | x |
| Director meetings | | | x | |
| Pull/ shop build (source list) | | x | | |
| Budget breakdown | x | x | | |
| Final dressing list | | x | | |
| Final renderings | | x | | x |
| Shop start date | | x | | |
| Shop presentation | | x | | |
| Measurements | | x | | |
| First fittings | | x | | |
| Second fittings | | x | | |
| Crew view | x | x | | |
| 1 st dress | | x | | |
| 2 nd dress | | x | | |
| 3 rd dress | | | | |
| Strike | | x | | |
| Research paper | x | | | |
| Build item | x | x | | x |

All of the items mentioned above, plus the following should be included in your binder for this show:

- *Table of Contents*
- *Your Costume design concept, research, sketches, renderings and complete paperwork binder.*
- *Director's Concept*
- *Lighting Design Concept (script treatment, collage, research images, PowerPoint etc.)*
- *Scenic Designer Concept/Relevant Drawings and Paperwork*

- *Your own Costume Design Concept, research, sketches, color renderings and paperwork*
- *Link to your website that has been updated to include your new production*

Research Paper guidelines:

If the *capstone* is a part of a *production design assignment*, you will also be required to write a final paper reflecting on your process, growth, challenges and overall outcome of your capstone production. The paper must be a minimum of three pages, double-spaced, with 12 pt. Times New Roman font.

If the capstone is an individual project you must have a binder and PowerPoint or pdf that documents ALL of the work you put into the course, both process and realized. You should also have an 8-10 page paper that supports your work and shares your research and thought process. This paper must be in MLA format and should have a proper work cited/ bibliography page.

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Grading:

- If you complete your design assignment AND turn in your final paper and/or final package by 5pm on the last day of class you will receive the grade indicated on your design evaluation.
- If you complete your design assignment but *fail* to turn in your final paper & portfolio entry you will be docked one letter grade.

Polices:

- It is the responsibility of the student to fulfill all the requirements to the best of her/his abilities. If a student is unclear about anything on the syllabus, s/he should seek clarification from the instructor.
- Hours logged for this course DO NOT count as both work hours and class hours. This means if you are employed in the shop you can count hours as either work hours OR class hours, but not both. In this case you are required to schedule your class hours as a specific block of time each week that is consistent throughout the semester and is logged separately.
- It is the student's responsibility to record/document their tasks
- 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.
- Students must behave per all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso

ILLNESS PRECAUTIONS: Please stay home if you have symptoms of a contagious illness. If you are feeling unwell, let us know as soon as possible (preferably via email or phone before class) so that we can discuss appropriate accommodations. We do require a doctor's note.

EXCUSED ABSENCES & COURSE DROP POLICY: According to UTEP Catalog, "At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of "W" will be assigned before the course drop deadline and a grade of "F" after the course drop deadline." See Policies and Regulations in the UTEP Undergraduate Catalog for a list of excused absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will notify you via email twice before dropping you from the course. *However*, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

DEADLINES, LATE WORK, AND ABSENCE POLICY: Most assignments (shop hours/crew), will be in person. All papers will have to be submitted via Blackboard.

MAKE-UP WORK: Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if possible—and explain with proper documentation why you missed a given

course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

TECHNOLOGY REQUIREMENTS: Some course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser. Access to a computer/laptop is needed. Download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course. Students, Word-processing software is available to download. MSWord and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions. *IMPORTANT:* If you encounter technical difficulties beyond your scope of troubleshooting, please get in touch with the UTEP [Help Desk](#) as they are trained specifically in assisting with the technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES Most of your work will have to be done in person. Submit your online papers with plenty of time to spare in case you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work in a separate Word document as a backup. This way, you will have evidence that you completed the work and will not lose credit. Email me your document- so that you don't lose points for promptness. If you are experiencing difficulties submitting your work through Blackboard, please contact the UTEP Help Desk. When issues are resolved, you may submit via BB. You can email me your backup document as a last resort.

INCOMPLETE GRADE POLICY: An **Incomplete** cannot be given in this course. The grades are predominately based on production creation and hours, therefore, cannot be completed when a production is not in-house.

ACCOMMODATIONS POLICY 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 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. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

SCHOLASTIC INTEGRITY 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 as one's own. 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. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

GUIDANCE ON ARTIFICIAL INTELLIGENCE The use of generative AI tools such as Chat GPT is not permitted in this course. Use of Chat GPT or AI as your own work is plagiarism.

PLAGIARISM DETECTING SOFTWARE Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software.

COURSE RESOURCES: UTEP provides a variety of student services and support. Utilize QR code below or visit https://www.utep.edu/advising/student_resources/student-success-resource-hub.html.



Final Presentation Material:

The Wednesday before dead day of finals week, you are required to submit your PDF package, binder, and final paper relating to your capstone project.

All of the items mentioned above, plus the following should be included in your binder for this show:

- *Table of Contents*
- *Director's Concept*
- *Lighting Design Concept (script treatment, collage, research images, PowerPoint etc.)*
- *Your Scenic Designer Concept/Relevant Drawings and Paperwork*
- *Your Costume Designer Concept/Relevant Drawings and Paperwork listed above*

Capstone evaluation areas: *Items being accessed per sector are listed below*

| Categories | Tulane | Quixote Nuevo |
|---------------|--|---|
| | Scenic: Professor Esparza | Costume: Professor Delgado |
| Preproduction | Package: Research, Sketch, Final Design (Physical), Floor Plans, Elevation Plans, Section View, Rendering. | Research/sketches Paperwork: pull buy shop list, character flow chart Hair & makeup needs |
| Production | White Model, 3 elements of Technical Director, list of materials, Calendar/work plan. | Shop, fitting, and director collaboration preparedness Paperwork: dressing list, crew sheets |
| Final product | 3D Model and the scenery. | Color Renderings/realized costume Cohesiveness |

Evaluation for Realized Projects

Student: _____

Project: _____

Reviewing Faculty: _____

| CATEGORY | 5 | 4 | 3 | 2-0 | SCORE | NOTATIONS* |
|--|---|---|--|---|-------|------------|
| 1.Ability to meet deadlines | Meet all deadlines comfortably/ displayed excellent planning and time management | Meet most deadlines but displayed poor planning and time management | Missed some deadlines/ meet deadlines with partially complete work | Did not meet the majority of deadlines | | |
| 2.Attends/Schedule s meetings with the director & design team | Attended all production meetings and scheduled individual meetings with the director and/or other members of the design team when needed | Attended all production meetings but only meet with the director and/or other members of the production team when prompted | Missed some production meetings/ rarely meet with the director | Missed the majority of meetings/ did not meet with the professor/director scheduled meetings that they did not attend | | |
| 3.Self-motivation | Was able to problem solve to see what needed to be done/ fulfilled all responsibilities without needing to be prompted | Fulfilled responsibilities with little prompting | Needed constant prompting and guidance to fulfill responsibilities | Did not fulfill responsibilities even with constant prompting | | |
| 4.Creativity | Work executed with a fresh personal vision without relying on cliché | Work executed with some fresh, personal vision | Work executed with little fresh, personal vision | Work executed with no fresh, personal vision | | |
| 5.Research/Well thought out design | Gathered a sizable amount of research from both visual and literary sources/ each choice was either based in research or deviated from it for solid reason/ all decisions were appropriate for the production | Gathered a sizable amount of research from visual sources/ some decisions were made arbitrarily and/or did not fit the production | Needed to do more research/ many decisions were made arbitrarily and/or did not fit the production | Did very little research/ consistently made decisions that were inappropriate for the productions | | |
| 6.Renderings/ Plot/Drafting and accompanying paperwork | All renderings/ drafting was excellently done and all accompanying paperwork was complete and accurate | Renderings/ drafting was done well but could use improvement/ accompanying paperwork was incomplete and/or needs improvement | Renderings/ drafting was needs improvement and/ or was incomplete/ missing accompanying paperwork | Renderings/ drafting and accompanying paperwork was not done | | |
| 7. Ability to collaborate with the director/professor | Developed a good working relationship with the director/ made compromises when necessary/ design concept fit with the director's concept | Was hesitant to make compromises but design concept fit with the director's concept | Design concept did not fit with the director's concept/ had to be instructed to make necessary compromises | Refused to compromise/ developed a hostile relationship with the director/professor | | |

| | | | | | | |
|---|--|---|--|--|--|--|
| 8. Works well with the rest of the design team, stage management, crew, and actors | Developed a good working relationship with the rest of the design team, stage management, crew, and actors | Was successfully able to work through conflicts that arose with the rest of the design team, stage management, crew, and/or actors | Worked through conflicts with mediation | Developed a hostile relationship with the rest of the design team, stage management, crew, and/or actors | | |
| 9. Takes responsibility for the physical aspects of the show being completed on time | Stepped into complete notes and/or construction projects when needed/ all physical aspects of the show were complete on time | Stepped i to complete notes and/or construction projects only when deadlines were imminent/ minor notes were incomplete by tech/dress | Stepped into complete notes and/or construction projects only after deadlines were past/ major notes were incomplete by tech/dress | Physical aspects of the show or project were left incomplete | | |
| 10. Stays with-in budget and timeline constraints | Fully utilized budget without going over and managed tiem properly | Did not go over budget but had a sizable amount of unused money that could have been used to improve the quality of the design | Went somewhat over budget and mis managed time | Went drastically over budget and caused other shows to lose significant build time | | |

Total Points: _____

Letter Grade: _____

A= 45 points or more

B= 40

C= 35

D= 30

F= 29 points or less

TECHNOLOGY REQUIREMENTS

Some course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser. You will need to have access to a computer/laptop. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

Word-processing software is available to download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

COURSE COMMUNICATION:

- Office Hours: I will have office hours for your questions and comments about the course. My office hours are in-person and are listed at the top of the syllabus. However, you can request a virtual meeting, no less than 24 hrs. in advance. I will send you a Zoom link.
- Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24 hours of receipt between 7am-8pm. When e-mailing, be sure to email from your UTEP student e-mail account. List *rendering class question* in the subject matter area of the email. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name.
- Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

ATTENDANCE AND PARTICIPATION

Our class meetings are in-person in the Fox Fine Arts, Room D27A, at individual set dates and times beginning January 21, 2025 through May .

Attendance in the course is twofold. It is determined by in class participation in the learning activities of the course and your physical presence. Your participation in the course is important not only for your learning and success but also to create a community of learners and collaborative artists. Participation is determined by the completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Completing other daily activities in a timely manner

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed without inhibiting your final project and those of other collaborators.

Classroom Discussion Etiquette & Guidelines

- **This is a public discussion, not a debate.** The purpose is *not* to win an argument, but to hear many points of view and explore many options and solutions.
- **Everyone is encouraged to participate.** You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- **No one or two individuals should dominate a discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.

- **One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- **Listen to and respect other points of view.**
- **Do your best to understand the pros and cons of every option,** not just those you prefer. Be as objective and fair-minded as you can be.
- **Seek first to understand, not to be understood.** Ask questions to seek clarification when you don't understand the meaning of someone's comments.