Contact Information:
Instructor: Crystal G. Herman
Email: gherman2@utep.edu
Office: FOXD 271
Office Phone: (915)-747-7853
Office Hours: TR 10:30 am -11:30 am and by appointment

Email is the best way to get a hold of me. I check my email very frequently and will get back to you as soon as I can. During the week I will respond to all questions within 24 hours. However, if you email me on the weekend or over a school holiday don’t be surprised if I don’t get back to you until Monday morning. I am in my office most afternoons from 1:00pm to 4:30pm in addition to my office hours.

Course Objectives:
- The purpose of this course is to give each student the opportunity 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.

Regular Practicum Requirements:
A minimum of 80 hours must be completed to satisfy the requirements of this course. Theatre Majors are required to obtain some hours by working on a running crew. Times and Dates for shows are attached. Each crew assignment is weighted based on the duration of the run of the show. Grades will be based on whether you complete the required hours and the crew assignment. The quality of your work, your performance, and your attitude in the work place will be assessed. There will be no partial credit for incomplete hours. If you do not complete the required hours and the running crew assignment during the semester, an “F” will be given.
- Regular Option: Shop hours + crew hours = 80 hours (5 shop hours a week)

Costume Designer Requirements:
Students serving as Costume Designer for a production will receive 50 hours for their design work. These hours are intended to compensate for the amount of research, art work, meetings, and attendance at rehearsals and production meetings that is required as part of the design assignment. Because every student works at a different pace these hours are not necessarily reflective of actual time logged for these tasks.

The remaining 30 hours are to be scheduled as shop hours and are to be logged during the week of first dress and the five weeks immediately preceding. Costume Designers are required to check in with the shop every day and log a minimum of 5 hours a week during this six week production period. Designers will receive a contract and information packet detailing their design responsibilities and deadlines. If a Designer fails to meet deadlines or fulfill their responsibilities they will receive a written warning. After the second infraction they may be removed from the assignment and will need to complete the regular practicum requirements to receive a passing grade. Additional requirements and details regarding a design assignment are available in the Tech Handbook.
- Costume Design Option: Shop hours + design hours = 80 hours (5 shop hours a week for 6 weeks)

Assistant Costume/Hair & Makeup Designer Requirements:
Students serving as Assistant Costume Designer or Hair & Makeup Designer for a production will receive 40 hours for their design work. These hours are intended to compensate for the amount of research, art work, meetings, and attendance at rehearsals and production meetings that is required as part of the design assignment. Because every student works at a different pace these hours are not necessarily reflective of actual time logged for these tasks.

The remaining 40 hours are to be scheduled as shop hours and are to be distributed evenly throughout the semester. These shop hours are meant to be time that the designer is in the shop and available for fittings and questions during the production period of the show and as regular shop hours during the rest of the semester. Assistant Costume Designers and Hair & Makeup Designers are required to check in with the shop every day during this six week production period. Designers will receive a contract and information packet detailing their design responsibilities and deadlines. If a Designer fails to meet deadlines or fulfill their responsibilities they will receive a written warning. After the second infraction they may be removed from the assignment and will need to complete the regular practicum requirements to receive a passing grade. Additional requirements and details regarding a design assignment are available in the Tech Handbook.
- Assistant Costume/Hair & Makeup Design Option: Shop hours + design hours = 80 hours (3 shop hours a week for 14 weeks)
Running Crew:
Every Theatre major is required to work on a running crew. The amount of hours for each crew assignment is based on the number of scheduled rehearsal & performance dates for that show. Crews are limited in number and you must commit to every date /time listed for that production. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade.

Wardrobe crew consists of attending crew watch, all dress rehearsals, and all performances of a given show. A crew member’s duties include washing and ironing laundry for the show, checking costume items in and out for every show, helping the actors get dressed & apply their make-up, and running quick changes. Attached to the syllabus is a calendar which includes the dates for each show. The call times are variable and are subject to change by the stage manager of that production. The average call time for evening performances and most rehearsals is 6pm to 11pm. For matinee performances the average call time is 9am to 1 pm (for all matinee performances students will receive a letter excusing them from their classes). Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew no partial credit will be given. Running a show is a commitment to the actors, crew, designers, audience and the rest of the theatre department will be depending on you!!!

Required Materials:
- Tennis shoes (that you don’t mind getting dirty)
- Pants (jeans that you can get paint on)
- A hair tie if you hair is longer than your shoulders
- A small bin with a lid that is large enough to put the all of these items in

Policies:
- 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 practicum DO NOT count as both work hours and practicum hours. This means if you are employed in the Costume Shop you can count hours as either work hours OR practicum hours, but not both. In this case you are required to schedule your practicum shop hours as a specific block of time each week that is consistent throughout the semester and is logged separately.
- 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 running crew. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade.
- You will be asked to provide a schedule of times (attached) 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 work place, 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 in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.
- Any student who, because of a disabling condition, requires special arrangements to meet course requirements should contact the instructor in person as soon as possible. If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. Any request for special accommodations must be presented by the second week of class.

Grading:
Regular Practicum Requirements:
- In order to receive an A you must complete all of your hours AND turn in your final paper by 5pm on the last day of class
- If you complete all of your hours you will receive a B as your final grade.
- If you do not complete all of your hours you will receive an F as your final grade.

Costume Designer, Assistant Costume Designer, and Hair & Makeup Designer Requirements:
- If you complete your design assignment, the required shop hours, AND turn in your final paper by 5pm on the last day of class you will receive the grade indicated on your design evaluation.
- If you complete your design assignment and the required shop hours, but fail to turn in your final paper you will be docked one letter grade.
- If you do not complete all of your hours you will receive an F as your final grade.
Final Paper
Practicum THEA 2110, 3110, 4110, 4304

In order to receive an A in this class the student is required to prove that they have successfully reached the Course Objectives as stated in the syllabus, which are:

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

In order to do this a student has the opportunity to write a 2-3 page paper answering the following questions:

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

The final paper must be 2-3 typed pages double spaced with 1” margins. The paper is due no later than 5pm on the last day of class (Thursday before finals week). You may email the paper to me. No late work will be accepted!!!!

This paper does not count for extra credit and will not be accepted in exchange for hours.
If you do not complete your hours but you do turn in the final paper your final grade will still be an F.
If you do not turn in the final paper before 5pm on the last day of class your paper will not count for a grade.

Special Requirements for Theatre Practicum for Majors:
THEA 4110 & 4113 when taken as a Capstone

If you are taking Practicum III or Practicum VI as a capstone your requirements are the same as the other sections with the following exceptions:

- You are expected to either design costumes/hair & make-up for a show, serve as wardrobe head for 1 or more shows, or serve your hours in the shop working on a special construction project.

- You must meet with me the first week of the semester to discuss the requirements of your design or special construction project.

- You MUST to complete the final paper to pass the class.

- Your final paper must address the following questions:
  1. What new skills did you learn while completing your degree at UTEP?
  2. How did the hours spent in the costume studio and/or designing shows help you learn and develop those skills?
  3. How will your experiences at UTEP help you in your chosen career path?
## Evaluation for Realized Design Projects

**Student:** ____________________

**Production:** ____________________

**Reviewing Faculty:** ____________

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>SCORE</th>
<th>NOTATIONS*</th>
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<tbody>
<tr>
<td>Ability to meet deadlines</td>
<td>Meet all deadlines comfortably/ displayed excellent planning and time management</td>
<td>Meet most deadlines but displayed poor planning and time management</td>
<td>Missed some deadlines/meet deadlines with partially complete work</td>
<td>Did not meet the majority of deadlines</td>
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<td>Attends/Schedules meetings with the director &amp; design team</td>
<td>Attended all production meetings and scheduled individual meetings with the director and/or other members of the design team when needed</td>
<td>Attended all production meetings but only meet with the director and/or other members of the production team when prompted</td>
<td>Missed some production meetings/rarely meet with the director</td>
<td>Missed the majority of production meetings/did not meet with the director/scheduled meetings that they did not attend</td>
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<td>Self motivation</td>
<td>Was able to problem solve to see what needed to be done/fulfilled all responsibilities without needing to be prompted</td>
<td>Fulfilled responsibilities with little prompting</td>
<td>Needed constant prompting and guidance to fulfill responsibilities</td>
<td>Did not fulfill responsibilities even with constant prompting</td>
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<td>Creativity</td>
<td>Work executed with a fresh personal vision without relying on cliché</td>
<td>Work executed with some fresh, personal vision</td>
<td>Work executed with little fresh, personal vision</td>
<td>Work executed with no fresh, personal vision</td>
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<td>Research/Well thought out design</td>
<td>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</td>
<td>Gathered a sizable amount of research from visual sources/some decisions were made arbitrarily and/or did not fit the production</td>
<td>Needed to do more research/many decisions were made arbitrarily and/or did not fit the production</td>
<td>Did very little research/consistently made decisions that were inappropriate for the productions</td>
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<td>Renderings/Drafting and accompanying paperwork</td>
<td>All renderings/drafting was excellently done and all accompanying paperwork was complete and accurate</td>
<td>Renderings/drafting was done well but could use improvement/accompanying paperwork was incomplete and/or needs improvement</td>
<td>Renderings/drafting was needs improvement and/or was incomplete/missing accompanying paperwork</td>
<td>Renderings/drafting and accompanying paperwork was not done</td>
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<td><strong>Ability to collaborate with the director</strong></td>
<td>Developed a good working relationship with the director/ made compromises when necessary/ design concept fit with the director's concept</td>
<td>Was hesitant to make compromises but design concept fit with the director's concept</td>
<td>Design concept did not fit with the director's concept/ had to be instructed to make necessary compromises</td>
<td>Refused to compromise/ developed a hostile relationship with the director</td>
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<td><strong>Works well with the rest of the design team, stage management, crew, and actors</strong></td>
<td>Developed a good working relationship with the rest of the design team, stage management, crew, and actors</td>
<td>Was successfully able to work through conflicts that arose with the rest of the design team, stage management, crew, and/or actors</td>
<td>Worked through conflicts with mediation</td>
<td>Developed a hostile relationship with the rest of the design team, stage management, crew, and/or actors</td>
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<td><strong>Takes responsibility for the physical aspects of the show being completed on time</strong></td>
<td>Stepped in to complete notes and/or construction projects when needed/ all physical aspects of the show were complete on time</td>
<td>Stepped in to complete notes and/or construction projects only when deadlines were imminent/ minor notes were incomplete by tech/dress</td>
<td>Stepped in to complete notes and/or construction projects only after deadlines were past/ major notes were incomplete by tech/dress</td>
<td>Physical aspects of the show were left incomplete</td>
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<td><strong>Stays with-in budget</strong></td>
<td>Fully utilized budget without going over</td>
<td>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</td>
<td>Went somewhat over budget</td>
<td>Went drastically over budget</td>
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**Total Points:**

**Letter Grade:**

A= 36 points or more  
B= 35 to 32 points  
C= 31 to 28 points  
D= 27 to 24 points  
F= 23 points or less