

# **THEA 4352: Theatre Production Capstone**

## **Lighting and Sound Capstone**

### **Fall 2024**

#### **Contact Information:**

**Instructor: Hideaki Tsutsui and Marissa Diaz**

**Email: [htsutsui2@utep.edu](mailto:htsutsui2@utep.edu)**

**Office: FOX D371-A**

**Office Phone: (915)-747-7848**

**Office Hours: 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.

#### **Course Objectives:**

- The purpose of this course is to give students the opportunity to display and refine their skills in the area of technical theatre by assuming a leadership position on a departmental production.
- 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.

#### **Designer Requirements:**

Your job begins as soon as you are assigned the position. You are required to perform all the duties of the lighting/sound designer from preproduction meetings, script treatment, all necessary drafting and Paperwork. Student will sometime be the master electrician for the show or closely work with student ME and AME if those positions are assigned. During the entire process student must meet the deadlines that are set by lighting and sound professor. Students are required to attend rehearsals to study blocking and keep good communications with the director and production team throughout the production process. Student must have the show/cues pre-programmed before the first tech. During tech rehearsal you are required to adjust cues, program if necessary and update the cue sheet after every tech. Once the show do a necessary updates for your drafting and paperwork and put together a portfolio for the final presentations. Presentation will usually be scheduled shortly after( about a week) show opens, professor will arrange specific dates with the student. Please also refer to the Lighting and Sound handbook for the job duties for LD, ME and Sound designer.

Students serving as 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 50 hours are to be scheduled as shop hours and are to be logged during the time in which the show is in production. Designers are required to check in with the shop every day and log a minimum of 5 hours a week during the 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.

#### **Theatre Technician Requirements:**

You are expected to ~~log 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 special construction project. A minimum of 100 hours must be completed to satisfy the requirements of this course. 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 during the semester, an "F" will be given.

### **Grading:**

- If you complete your design assignment, the required shop hours, AND turn in your final paper & portfolio entry 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 & portfolio entry 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.

### **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.
- Work must be done in minimum two hour blocks for students to fulfill regular requirements.
- 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.
- 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](mailto: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](http://www.sa.utep.edu/cass). Any request for special accommodations must be presented by the second week of class.

## **Final Presentation Material:**

During finals week you are required to turn in a portfolio entry related to your capstone project.

- Your Portfolio Entry must contain the following:
  1. Research and research images you used for your design or construction project.
  2. Images of the process of your design or construction project.
  3. Images of the final product.

# Evaluation for Realized Design Projects

Student: \_\_\_\_\_

Production: \_\_\_\_\_

Reviewing Faculty: \_\_\_\_\_

CATEGORY	5	4	3	2-0	SCORE	NOTATIONS*
<b>1.Ability to meet deadlines</b>	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		
<b>2.Attends/Schedules meetings with the director &amp; design team</b>	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 production meetings/ did not meet with the director/ scheduled meetings that they did not attend		
<b>3.Self-motivation</b>	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		
<b>4.Creativity</b>	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		
<b>5.Research/Well thought out design</b>	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		
<b>6.Renderings/ Plot/Drafting and accompanying paperwork</b>	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		

<b>7. Ability to collaborate with the director</b>	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		
<b>8. Works well with the rest of the design team, stage management, crew, and actors</b>	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		
<b>9. Takes responsibility for the physical aspects of the show being completed on time</b>	Stepped in to complete notes and/or construction projects when needed/ all physical aspects of the show were complete on time	Stepped in to complete notes and/or construction projects only when deadlines were imminent/ minor notes were incomplete by tech/dress	Stepped in to complete notes and/or construction projects only after deadlines were past/ major notes were incomplete by tech/dress	Physical aspects of the show were left incomplete		
<b>10. Stays with-in budget</b>	Fully utilized budget without going over	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	Went drastically over budget		

**Total Points:** \_\_\_\_\_

**Letter Grade:** \_\_\_\_\_

A= 45 points or more

B= 40

C= 35

D= 30

F= 29 points or less