

The University of Texas at El Paso  
The Department of Theater and Dance in the College of Liberal Arts  
**Select Topics in Drama/Theatre THEA 4340 CRN 18126**  
Syllabus Spring 2024

**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, Wixarrika 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**

**Instructor:** Leticia Delgado, Assistant Professor of Costume Design

Delivery Method: In-person weekly & biweekly

Classroom Location: Fox Fine Arts D271

Written Communication: e-mail [lmdelgado4@utep.edu](mailto:lmdelgado4@utep.edu)

Phone Number: (915) 747 7853

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

Office Hours: Face-to-Face: Mon.12:30pm -1:30pm & Thurs. 1:00pm-2:30pm by appointment

- Virtual: by appointment only with advance notice



**COURSE DESCRIPTION:** This course covers various upper division theatrical techniques for costume & hair/makeup 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 and familiarizing students with the techniques of theatrical costume design and production as well as the many ways to communicate & create in the field of design. Students are encouraged to develop their own individual style and produce professional portfolio-ready works of art. The students should be able to communicate their ideas and research verbally, in written format and in accordance with professional industry standards.



**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.**
- **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.**
- **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
Address and express individual Representation, empathy and global understanding	 Social Responsibility

**Tentative Class Schedule (may change based on production needs)**

**Monday 8/26**

Touching Base

- Bring Initial Tulane Sketch
- Bring Rendering Inspirations for Tulane
- Bring Materials (Watercolor, Gouache)

**September**

- Rework Perspective on Tulane Sketch
- Work and become familiar with mediums

9/13 - American Mariachi Director's Concept

9/30 - Tulane Rendering Due

- Have fabrics in mind for Mariachi

**October**

- Dedicate time to and study the Mariachi Script
- Begin rendering studies on Mariachi Fabrics

10/11 - Have final fabrics to present for Designer Concept

10/25 - Intial Designer Presentation, initial Sketches

**November**

Gesture Drawing Studies

11/15 - Have complete Mariachi Sketches

- Refine based on Director Notes

Begin working on Final Renderings and H&M Sketches

**December**

Final Renderings for Lucha and Boli (4 total)

Final H+M renderings

Aim to complete by 12/2

**Grading:**

- If you complete your design assignment & the final package/show book by the calendar deadlines 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.**
- **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 me ahead of time to reschedule a time later that week.**
- **It is the student's responsibility to record 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 in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso**

#### **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 or a Teams 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 me, 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 D180, every Tuesday and Thursday from 9:00 am to 10:20am, from Tuesday August 27 to Thursday December 5.

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. Participation is determined by the completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussions with your peers
- 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 for full points after their due date has passed.

#### **Classroom Discussion Etiquette & Guidelines**

**Topics in this course deal with the human experience and may stir up emotions. Utilize Grace & Empathy.**

- **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.

## **ILLNESS PRECAUTIONS**

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let me know as soon as possible (preferably via email or phone before class), so that we can work on appropriate accommodations. I do require a doctor's note to makeup work.

## **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 excuse 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**

### Assignments

- Some assignments will take place in class. Attendance is crucial to your success. A few assignments will be due at midnight (11:59 PM) via Blackboard. No late work will be accepted if the reason is not considered excusable. If you are submitting creative work- be sure you submit a high-quality scan.

## **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, may 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.

**\*\*Know thyself:** Plan ahead and look at the class schedule carefully, compare it to your other classes/life activities.

## **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.

If you do not have word-processing software, you can 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.

## INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

### \*ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations to students with documented disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at [cass@utep.edu](mailto: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 ones' 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

#### AI prohibited

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is *not allowed* for assignments in this class. *Each student is expected to use critical and creative thinking skills to complete tasks and not rely on computer-generated ideas.* Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

### PLAGIARISM DETECTING SOFTWARE

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

\* **COURSE RESOURCES:** Where you can go for assistance

UTEP provides a variety of student services and support. Please refer to the QR code below for a listing of campus resources or visit [https://www.utep.edu/advising/student\\_resources/student-success-resource-hub.html](https://www.utep.edu/advising/student_resources/student-success-resource-hub.html).



**This syllabus is subject to change at any time during the semester at the professor's discretion. You will be given notice of a change with ample time. Please check the Blackboard site and your email regularly.**

