

The University of Texas at El Paso  
THEA 4353  
Syllabus

### COURSE INFORMATION

THEA 4353: Performance Capstone  
CRN: 17430  
Term: Fall 2023  
Delivery Method: In-person  
Meeting Day and Time: TBD  
Location: TBD

### INSTRUCTOR INFORMATION

Rebecca Frost Mayer, MFA (she/her); Assistant Professor of Instruction  
Written Communication: Send email to [rfmayer@utep.edu](mailto:rfmayer@utep.edu); allow 48 hours for response and please check your email before asking for verbal confirmation of receipt.  
Phone Number: (915)747-5502  
Office Location: Prospect Hall, Room 307  
Office Hours:

- Face-to-Face: Mondays, Tuesdays, Wednesdays, 10:30-11:30 by drop-in
- Virtual: Same as above; please log into Microsoft Teams and dial me.
- Office hours also available by appointment; please email to request appointment.

### COURSE DESCRIPTION

The capstone experience for Performance and Musical Theatre students in which students will work with an advisor to develop a performance on a University Main Stage or other approved venue that is designed to both test and display the student's acquired skills. The students are allowed the opportunity to perform the project and complete a written paper on essential aspects of the project.

### COURSE OBJECTIVES AND UNIVERSITY LEARNING OUTCOMES

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

Student Learning Objective	Outcome
Synthesize the skills acquired through courses required for the degree plan of the BFA in Theatre with a concentration in Performance or Musical Theatre	Critical Thinking Problem Solving
Perform a significant role in the context of a university, professional, or community production	Communication Problem Solving Teamwork
Strengthen artistic identity while carrying forward the mission of the Department of Theatre and Dance	Confidence Entrepreneurship

### REQUIRED MATERIALS

- Rehearsal supplies including binder, notebook, pencils
- Other props and costume pieces as indicated by the needs of the production.

**Commented [ZL1]:** You can provide more details such as a link to your virtual office hours sessions. It is helpful to repeat important information to increase its visibility.

**Commented [ZL2]:** The course description gives students an idea of what to expect from the course and how it falls within the scope of their degree plan. You may find the official course description in the University Catalog, under Course Descriptions:  
<http://catalog.utep.edu/undergrad/course-descriptions/>

**Commented [ZL3]:** Objectives and outcomes should be short and concise and give students a list of measurable objectives they can hope to achieve by completing the course.

**Commented [ZL4]:** The University has adopted the Edge Advantages as the University Learning Outcomes. The Edge Advantages may be found at:  
<https://www.utep.edu/edge/about-us/index.html>

UTEP Edge logos and icons may be found at:  
<https://www.utep.edu/edge/for-faculty-and-staff/edge-branding-toolkit.html>

## ASSIGNMENTS AND GRADING

Assignments for this course are assessed according to rubrics. You can find these rubrics by clicking on the appropriate assignment link in Blackboard and choosing to "View Rubric" from the button beneath the Points Possible for the assignment. Students' competence with the above learning objectives will be informally assessed during and immediately following in-class activities.

Each assignment will be graded according to the rubric; when the composite of these grades is totaled, grades will be distributed as follows (total percentage will be rounded to the *nearest* tenth of a percent):

- 89.5% and above: A
- 79.5% - 89.4%: B
- 69.5% - 79.4%: C
- 59.5% - 69.4%: D
- 0 - 59.4%: F

**Commented [ZL5]:** List assignments students can expect to complete and how much each is worth toward their final grade.

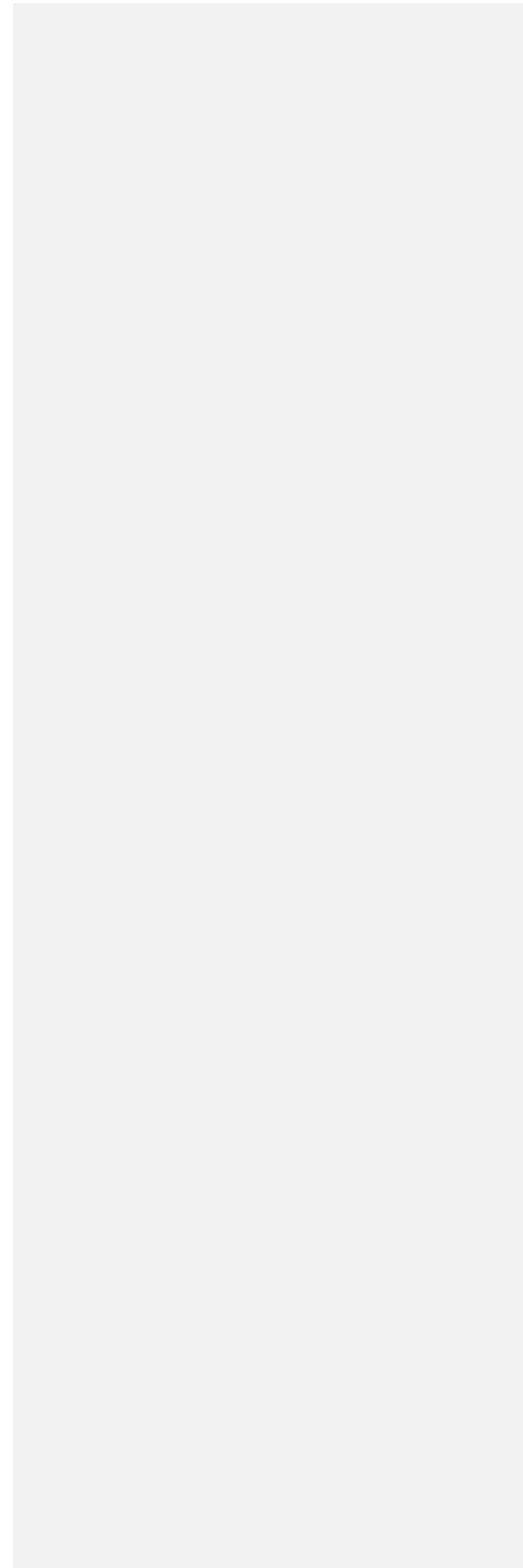
When listing the required assignments, make sure to be as specific as possible – though you do not need full assignment instructions in this portion. Let students see what expectations they will be held to.

Competence will be formally assessed through written assignments (see below) and in-class showings of works in progress.

**Grading:**

<b>Assignment or activity</b>	<b>Maximum points possible</b>
Attendance at three individual meetings with assigned mentor	Up to 150
Rehearsal journals; maintained throughout the rehearsal and performance process. Total of 10 entries.	Up to 150
Evaluation by production's Director, Music Director, Choreographer, Stage Manager, or other production personnel; subject to context of the particular production	Up to 100
Final self-evaluation in the form of an essay	Up to 100

*Extra credit is not offered in this course.*



## 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 to assist you!

## 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, so that we can work on appropriate accommodations.

## EXCUSED ABSENCES AND/OR COURSE DROP POLICY

I will not drop 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.

**Commented [ZL6]:** Identify what technology is required to access course materials, complete the work, and submit assignments. If there are additional required software programs, be sure to list them and provide some information about how they can be accessed. If there is a cost associate with the software, also list it under required materials.

**Commented [ZL7]:** Be sure to provide information on whether you will drop students from the course for non-attendance and/or non-performance. Two options are provided here.

You will want to check with your department in the event there is a department-wide policy in place.

## DEADLINES, LATE WORK, AND ABSENCE POLICY

Requests for leniency on due dates and late work are subject to instructor discretion. In order for a due date extension to be granted, the student must contact the instructor via email *before* the day and time that the assignment is due. Please remember to allow 48 hours for instructor response excluding weekends. In most cases, an assignment submitted late with an extension granted before the due date will be graded according to the rubric and then multiplied by 70 percent; in other words, an extension means that you will be penalized by 30 percent.

If a student has a CASS accommodation that includes leniency on or revision of deadlines, it is still incumbent on the student to communicate with the instructor regarding deadlines and due dates. The student cannot assume that the CASS accommodation is a free pass to disregard deadlines.

## MAKE-UP WORK

This course is experiential; your participation cannot be duplicated by doing other assignments. In rare, *documented* cases of emergency, the decision to assign make-up work is at the discretion of the instructor.

## 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 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. 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](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal.

**Commented [ZL8]:** If accepting late work, make sure to include point/grade penalties for missing work, when appropriate. Try to list detailed expectations for students, as this will reduce the number of requests received.

**Commented [ZL9]:** If your class provides the opportunity to submit make-up work, be sure to explain our policy as to when it is acceptable and the consequences, if any.

**Commented [ZL10]:** Notify students of the incomplete option in the event they cannot finish the course for reasons such as illness, accidents, and other emergencies. Incompletes must be completed within a year of the final grade, but faculty can set earlier deadlines. Access to the Blackboard shell can be granted through a Help Desk request.

## 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](#).

**Commented [ZL11]:** The University's statement on Scholastic Integrity and Academic Honesty is important to help students understand that they are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. If a faculty member suspects academic dishonesty, they are to refer the incident to [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for review.

## GUIDANCE ON ARTIFICIAL INTELLIGENCE

The use of generative AI tools such as Chat GPT will not be necessary or helpful in this course. Your written assignments will require you to speak candidly and from personal experience, citing specific examples of the work you have done in class.

AI tools can be helpful in assisting with grammar and sentence structure; however, **using AI tools to edit your tone or style is not recommended for the purposes of this course.** Today's technology is not advanced enough to make you sound more like yourself.

Students must cite any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the Office of Student Conduct and Conflict Resolution.

**Commented [blb12]:** You should be clear about the acceptable and prohibited uses of AI in the class in order to avoid confusion and frustration for students and faculty. In this rapidly changing landscape, but sure to have frequent conversations with students about its appropriate use.

## COURSE RESOURCES: Where you can go for assistance

UTEP provides a variety of student services and support:

### Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

### Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.

**Commented [ZL13]:** You may want to add resources more particular to your discipline.

- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

#### Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket request assistance to [studentsuccess@utep.edu](mailto:studentsuccess@utep.edu)
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.

## **COURSE-SPECIFIC INFORMATION**

### **Dress Code:**

No hate speech.

Avoid printed text and pictures.

Please no large accessories such as hats or jewelry. Instructor reserves the right to ask students to remove accessories.

Instructor reserves the right to ask students to adjust their hair if it impedes movement or causes a safety hazard.

Large nails and piercings may cause safety hazards. Instructor reserves the right to ask students to remove piercings or shorten nails.

### **Hygiene and Fragrance-Free Policy:**

Please shower or bathe and brush your teeth within twelve hours of arriving at class.

Use unscented deodorants, lotions, and hair products.

Do not wear fragrances, perfumes, colognes to class. Instructor reserves the right to ask students to leave class if they are wearing fragrances.

Wear clean clothes to each class.

### **Personal Boundaries and Consent - Rights and Responsibilities:**

Activities and assignments may include physical contact with other class members. You will be given adequate time and space during instruction to discuss your boundaries with partners and grant consent or decline to consent each time before working together. You will not be penalized for asking for alternative instructions, activities, or partners.

Theatre is a physically, intellectually, and emotionally demanding art form. If you need to take a moment to look out for yourself or be alone, you may do so in the studio or briefly step out.

### **Studio Policies:**

Bring a water bottle. Please no other beverages.

Phones are not allowed in the studio during instructional time. Turn smartwatches to airplane mode. A pencil and paper or notebook are required at each class. Students will not be permitted to use a phone, tablet, or computer in place of pencil and paper. When working with text, hard copies of the text are required. Students will not be permitted to use a phone, tablet, or computer in place of hard copy of text.

Daily tasks and assignments are subject to change at instructor discretion.

**Commented [ZL14]:** The course description gives students an idea of what to expect from the course and how it falls within the scope of their degree plan. You may find the official course description in the University Catalog, under Course Descriptions:  
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**A note on subject matter (Department of Theatre and Dance):**

The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable discussing. If you have concerns about viewing or discussing specific subjects, please contact me as soon as possible to discuss possible accommodations. I expect all discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

**Syllabus Acceptance:**

This syllabus resides on Blackboard. In order to continue participation in this course, you must complete the **Syllabus Acceptance** assignment on Blackboard by the due date. This assignment includes a digital signature indicating that you have asked the *instructor* any questions you may have about the course and your acceptance of the terms of this syllabus.

Failure to complete the Syllabus Acceptance assignment by the due date may result in dismissal from the course.