

**THEA 2110, 3110, 4110**  
**Box Office Practicum**  
**Spring 2023**

**Instructor:** Samantha Michelle Nava, MFA  
**Classroom:** Wise Family Theatre Box Office  
**Office Hours:** Tues. & Thurs. 10-30-11:30am  
Wed. 11-12pm

**Email:** smnava5@utep.edu  
**Office Location:** Fox Fine D273  
**Office Phone:** 747-6213

**Box Office Hours:**

Mon. Tues. Thur. Fri 10:00pm to 4:00pm  
Wed. 12:00pm-4:00pm

**Learning Objectives:**

- Students will learn and then apply basic technical skills in the Box Office.
- Students will begin to understand the collaboration that happens with the production team.
- Students will develop time management skills which will help them in their growth within the program.
- Students will evaluate their work ethics and commitment to the craft they are studying

**Course Requirements:**

Each student is required to obtain a total of 60 points. These points may be a combination of box office hours, crew hours, and the final paper.

**Lab hours:** 1 hour = 1 point (up to 50 points allowed)

**Final Paper:** 10 points (required for an A)

**\*You must complete your hours by the last day of the semester.**

**\*If your schedule does not lend itself to attend the designated shop hours, it is your responsibility to ask the professor for alternative assignments.**

**\*Your final reflection paper is due by 5PM on dead day, May 4<sup>th</sup>, and should be uploaded to Blackboard on the assignment link.**

**Grading:**

A= 60 - 55 points

B= 54 - 50 points

C= 49 - 45 points

D= 44 - 40 points

F= 39 - 0 points

**Attendance & Responsibilities:**

- It is the responsibility of the student to fulfill all the requirements to the best of their abilities. If a student is unclear about anything on the syllabus, they should seek clarification from the instructor.
- If you are a student employee for the shop, hours logged for practicum DO NOT count as both work hours and practicum hours. This means if you are employed in a studio, 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 a **minimum of 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 for the course. You will be asked to provide a schedule of times that you are available for work in the shop.
- Hours are logged on a time sheet in the shop binder daily. You **MUST** have a shop employee/supervisor sign you out at the time you leave.
- 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 workplace, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
- Should you not complete a task in a satisfactory manner your hours for that task will not count.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.

### **Shop Requirements**

- Fill out the calendar attached and commit to the schedule you create for yourself. Until your hours are complete, you must attend your scheduled time during the shop's running hours SEE ABOVE.
  - There are also many outside hours available. Please note that in this section, students will have to go out to the community and interact with community members.

### **Running Crew**

There is ushering opportunities to attain some hours that would go through your practicum for Heros and Saints. Use the following link to sign up for ushering.

### **Dress Code**

- **BOX OFFICE:** no jeans, flip flops, shorts, tennis or inappropriate clothing, hair or jewelry. You are the first people that our patrons interact with, and you need to make a good impression.
- **No eating in the dressing rooms or backstage.** There is absolutely no eating or drinking backstage or in the dressing rooms. This goes for all actors and crew members. The only acceptable beverage is water in a fixed top bottle. Drinking hot tea when you have a sore throat

can be done in the green room, but it is not allowed backstage or in the dressing rooms or around anyone in costume (tea stains costumes). Eat lunch or dinner before you arrive because you cannot eat it backstage. If you partake in opening/closing night treats you should do so in the green room BEFORE your call.

- **Be on time for calls** Being on time for a call means not only arriving at the theatre but being prepared and ready to do your job. You should show up early so that you have time to get your tools out, sign in, and then get to work. Five minutes early is on time. On time is late. And late is unacceptable.
- **Sign in when you arrive.** There will be a sign in sheet on the callboard. You must sign in before the start of your call or you will be fined for being late. If you miss a call altogether or forget to sign in, you may be dropped from the production and receive an "F". BOX OFFICE: Sign in at the end of each night with the House Manager.
- **Stay until your work is over.** Your call does not end when the play ends. Each crew member must stay until their work is done and they are released by the stage manager. Once you arrive and are signed in you cannot leave and come back, you must stay for the entire call.
- **No noise backstage** Do not talk when you are in the wings. Remember that noise from the hallway and dressing rooms can be heard from the audience so keep your voice down. If you are in front of house or in the theatre and patrons are present, be mindful of your language.
- **No cell phones** backstage Turn your cell phone off when you arrive at your call and leave it off until you are released.
- **Valuables** Avoid bringing valuables to a call.
- **Don't distract the actors** The time before curtain is a time for actors to concentrate and get into character so give them their space. Do not distract the actors when they are on stage or in the wings.
- **Respect the Stage Manager & the House Manager** The stage manager is your boss. BOX OFFICE: The house manager is your boss.

IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT HOURS, DUTIES, OR GRADES IN THIS COURSE, PLEASE SPEAK WITH THE PERSON IN CHARGE OF YOUR SECTION AS SOON AS POSSIBLE.

### **Academic Dishonesty:**

Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.

**Any form of academic dishonesty will NOT be tolerated in this course.**

### **Students with Disabilities:**

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 [utep.edu/cass](http://utep.edu/cass).

### **Final Paper:**

The student is required to prove that they have successfully reached the Learning Outcomes as stated in

the syllabus, which are:

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

To do this a student must write a 2-3 page paper answering the following questions:

1. What new skills/knowledge did you gain 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 paper is due no later than 5pm on May 4<sup>th</sup>.

**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 turn in the final paper before 5pm on the last day of class your paper will not count for a grade.

**NAME:** \_\_\_\_\_

BOX OFFICE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00AM					

10:30AM					
11:00AM					
11:30AM					
12:00PM					
12:30PM					
1:00PM					
1:30PM					
2:00PM					
2:30PM					
3:00PM					
3:30PM					
4:00PM					