

Re: Practicum Name Change Proposal

Goletti, Cristina

Wed 3/31/2021 11:30 AM

To: Stratton, James A <jastratton@utep.edu>;

Cc: Herman, Crystal <gherman2@utep.edu>; strattoncoach@gmail.com <strattoncoach@gmail.com>;

Approved.

Cx

Sent from my iPhone

On Mar 31, 2021, at 10:37 AM, Stratton, James A <jastratton@utep.edu> wrote:

Cristina

Attached please find the completed proposal to change the names of our practicum courses so students understand better what they are registering for (from Practicum I to Scenery Practicum, etc)

We are still not back to doing physical signatures yet, so if you approve, could you simply reply to this email that you approve of this proposal?

Thanks

Jay Stratton

<Practicum Proposal Combined Submission.pdf>

CURRICULUM PROPOSAL

APPROVAL PAGE

Proposal Title: Theatre Practicum Correction

College: Liberal Arts Department: Theatre & Dance

DEPARTMENT CHAIR- Cristina Goletti

I have read the enclosed proposal and approve this proposal on behalf of the department.

Signature

Date

COLLEGE CURRICULUM COMMITTEE CHAIR – Crystal G. Herman

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date

COLLEGE DEAN – Denis O'hearn

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date

UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: 7/18/20

From: James Stratton, Theatre & Dance Department

Through: Cristina Goletti, Department

Through: Denis O'hearn, College of Liberal Arts

To: Chair, Undergraduate Curriculum Committee

Proposal Title: Theatre Practicum Correction

The titles for our Theatre Practicum courses make it difficult for students to register for the correct section. This proposal corrects this by giving unique course titles to each section that directly relates to the subject matter of each section.

Instead of registering for Practicum I, II, or III in the section offered by the faculty member in charge of a specific studio, students register for either: THEA 2110 (Scenery), THEA 2111 (Costume), THEA 2112 (Lighting), THEA 2113 (Box Office), or THEA 2114 (Dinner Theatre). This reduces extra work and red-tape for advisors by allowing the system to keep track of how many times a student has taken practicum in a specific studio. It also makes it easier on the advising faculty letting each studio set the cap for their own section.

The old course titles (Practicum 1-6) will be deleted after students using old degree plans have graduated.

The sample syllabus provided will act as a template for the other courses. The other courses syllabi will have minor changes regarding room number, instructor of record, and specific lab requirements/safety rules.

COURSE CHANGE FORM

All fields below are required

College : Liberal Arts

Department : Theatre & Dance

Rationale for changing the course:

The titles for our Theatre Practicum courses make it difficult for students to register for the correct section. This proposal corrects this by giving unique course titles to each section that directly relates to the subject matter of each section.

All fields below are required

Subject Prefix and number THEA 2110

Course Title Theatre Practicum I

Change	From	To
Ex. Prerequisite	Ex. POLS 2310	Ex. POLS 2312
Course name	Theatre Practicum I	Scenery Practicum
Course description	A technical production oriented course where students work on scenery construction, costume construction, lighting and sound skills, or audience development skills as they relate to theatrical production.	A technical production oriented course where students work on skills as they relate to theatrical production in Scenery.
Prerequisties	THEA 2301 & THEA 2303	none

These changes will be reflected in Banner, Goldmine, and the catalog

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Theatre & Dance

Rationale for adding the course:

The titles for our Theatre Practicum courses make it difficult for students to register for the correct section. This proposal corrects this by giving unique course titles to each section that directly relates to the subject matter of each section.

All fields below are required

Subject Prefix and # THEA 2111

Title (29 characters or fewer): Costume Practicum

Dept. Administrative Code : 2833

[CIP Code](#) 50.0502.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

A technical production oriented course where students work on skills as they relate to theatrical production in the area of costume, hair, and makeup.

Contact Hours (per week): Lecture Hours 4 Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input checked="" type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks): May be taught in an 8 week summer format

TCCN (Use for lower division courses) : DRAM 1120

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	N/A

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	N/A
Major	N/A

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Theatre & Dance

Rationale for adding the course:

The titles for our Theatre Practicum courses make it difficult for students to register for the correct section. This proposal corrects this by giving unique course titles to each section that directly relates to the subject matter of each section.

All fields below are required

Subject Prefix and # THEA 2112

Title (29 characters or fewer): Lighting Practicum

Dept. Administrative Code : 2833

[CIP Code](#) 50.0502.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

A technical production oriented course where students work on skills as they relate to theatrical production in Lighting and Sound area.

Contact Hours (per week): Lecture Hours 4 Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input checked="" type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks): May be taught in an 8 week summer format

TCCN (Use for lower division courses) : DRAM 1120

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	N/A

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	N/A
Major	N/A

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Theatre & Dance

Rationale for adding the course:

The titles for our Theatre Practicum courses make it difficult for students to register for the correct section. This proposal corrects this by giving unique course titles to each section that directly relates to the subject matter of each section.

All fields below are required

Subject Prefix and # THEA 2113

Title (29 characters or fewer): Box Office Practicum

Dept. Administrative Code : 2833

[CIP Code](#) 50.0502.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

A technical production oriented course where students work on skills as they relate to theatrical production and audience development.

Contact Hours (per week): Lecture Hours 4 Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input checked="" type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks): May be taught in an 8 week summer format

TCCN (Use for lower division courses) : DRAM 1120

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	N/A

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	N/A
Major	N/A

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Theatre & Dance

Rationale for adding the course:

The titles for our Theatre Practicum courses make it difficult for students to register for the correct section. This proposal corrects this by giving unique course titles to each section that directly relates to the subject matter of each section.

All fields below are required

Subject Prefix and # THEA 2114

Title (29 characters or fewer): Dinner Theatre Practicum

Dept. Administrative Code : 2833

[CIP Code](#) 50.0502.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

A technical production oriented course where students work on skills as they relate to theatrical production as it relates to the Dinner Theatre's productions.

Contact Hours (per week): Lecture Hours 4 Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input checked="" type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks): May be taught in an 8 week summer format

TCCN (Use for lower division courses) : DRAM 1120

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	N/A

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	N/A
Major	N/A

BFA in Theatre

Return to: [Degree Programs](#)

Degree Plan

Required Credits: 120

Code	Course List	Title	Hours
ESOL Track			
Students who completed ESOL 1311 and ESOL 1312 will need to also complete ESOL 2303 with a grade of C or better.			
University Core Curriculum			
Complete the University Core Curriculum requirements.			42
BFA Theatre Major			
Required Courses:			
THEA 1303	Voice and Speech I		3
THEA 2110	Theatre Practicum I		+
THEA 2301	Principles of Scenery		3
THEA 2303	Acting Fundamentals		3
THEA 3110	Theatre Practicum II		+
THEA 3305	Lighting and Sound Principles		3
THEA 3322	Script Analysis		3
THEA 3323	Stage Management		3
THEA 3325	Directing I		3
THEA 3341	Principles of Costuming		3
THEA 3351	Theatre Hist and Literature I		3
THEA 4110	Theatre Practicum III		+
Three credits from the following course list:			
THEA 2110	Scenery Practicum		1
THEA 2111	Costume Practicum		1
THEA 2112	Lighting Practicum		1
THEA 2113	Box Office Practicum		1
THEA 2114	Dinner Theatre Practicum		1

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BA in Theatre Arts

Theatre Major

Code	Course List Title	Hours
Required Courses		
THEA 2110	Theatre Practicum I	4
THEA 2301	Principles of Scenery	3
THEA 2303	Acting Fundamentals	3
THEA 3110	Theatre Practicum II	4
THEA 3305	Lighting and Sound Principles	3
THEA 3322	Script Analysis	3
THEA 3323	Stage Management	3
THEA 3341	Principles of Costuming	3
THEA 3351	Theatre Hist and Literature I	3
THEA 4110	Theatre Practicum III	4
THEA 1303	Voice and Speech I	3

Three credits from the following course list:

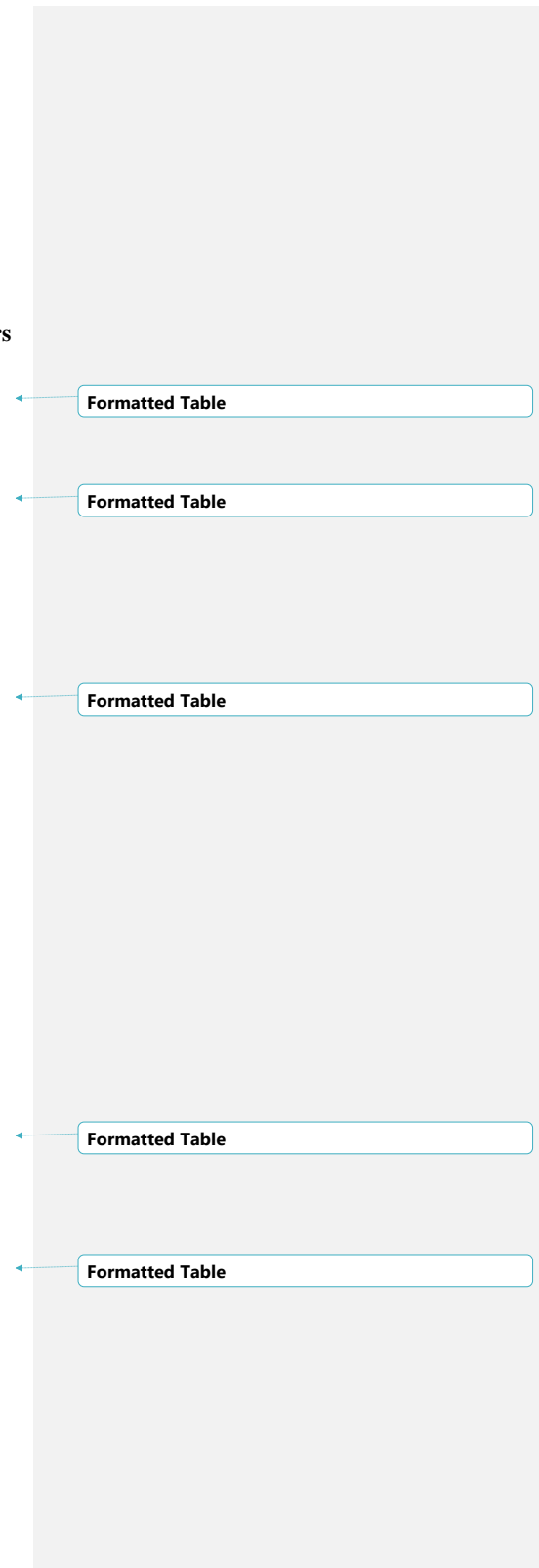
THEA 2110	Scenery Practicum	1
THEA 2111	Costume Practicum	1
THEA 2112	Lighting Practicum	1
THEA 2113	Box Office Practicum	1
THEA 2114	Dinner Theatre Practicum	1

Select 9 combined credit hours of any THEA Upper Division, except 4304 9

All-Levels Theatre Education Concentration

Required Courses:

THEA 2110	Theatre Practicum I	4
THEA 2301	Principles of Scenery	3
THEA 2302	Rendering for Theatre Design	3
THEA 2303	Acting Fundamentals	3
THEA 3110	Theatre Practicum II	4
THEA 3305	Lighting and Sound Principles	3
THEA 3322	Script Analysis	3
THEA 3323	Stage Management	3
THEA 3325	Directing I	3



Course List

Code	Title	Hours
THEA 3341	Principles of Costuming	3
THEA 3351	Theatre Hist and Literature I	3
THEA 3352	Theatre Hist and Literature II	3
THEA 4110	Theatre Practicum III	1
THEA 1303	Voice and Speech I	3
THEA 1304	Movement I	3
THEA 2304	Theatre Graphics & Technology	3
THEA 3304	Acting for Majors I	3
THEA 3306	Scene Design	3
THEA 3342	Lighting Design	3
THEA 3344	Costume Design	3
THEA 4300	Directing II	3

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Three credits from the following course list:

THEA 2110	Scenery Practicum	1
THEA 2111	Costume Practicum	1
THEA 2112	Lighting Practicum	1
THEA 2113	Box Office Practicum	1
THEA 2114	Dinner Theatre Practicum	1

Secondary Education Minor

Required Courses:

EDPC 3300	Developmental Variations	3
RED 3342	Content Area Literacy	3
SCED 3311	Curriculum Plan-Secondary Schl	3
SCED 3312	General Methods in Sec School	3
SCED 3317	Multicultural Ed in Sec School	3
TED 4699	Internship-All Levels Inclusiv	6

Total Hours

THEA 2111: Costume Practicum

Sample Syllabus

Fox Fine Arts Center room 271D

Contact Information:

Instructor: Crystal G. Herman

Email: gherman2@utep.edu

Office: FOXD 271

Office Phone: (915)-747-7853

Office Hours: MW 9:30-10:20 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.

Course Goals:

- 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.

Learning Outcomes:

- Students will learn and then apply basic technical skill in the shop they are working, whether it be in the area of scenery, costumes, lights or front of house.
- Students will begin to understand the collaboration that happens with the production team.
- Students will develop the 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.

Required Materials:

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

Requirements:

Each student is required to do a total of 75 hours. These hours may be a combination of lab hours, crew hours, show hours, or papers.

Lab hours: 1 hour = 1 point (*up to 65 points allowed*)

Crew hours: (3 points per day)

Monsters We Create= 27 points (*no partial credit given*)

Into the Beautiful North= 42 points (*no partial credit given*)

Show attendance/Papers: 3 points per show paper (*up to 3 show papers allowed for credit*)

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

Grading:

A= 75 - 68 points

B= 67 - 56 points

C= 55 - 49 points

D= 48 - 42 points

F= 41 - 0 points

Polices:

- 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.
- 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.
- Work must be done in minimum two hour blocks.
- 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.
- 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.

Lab hours:

You will be asked to provide a schedule of times (attached) that you are available for work in the shop. Work must be done in minimum two hour blocks. 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.

Please arrive to your lab hours wearing closed-toed shoes and clothes that you do not mind getting dirty. If you are wearing unsuitable clothes you will be asked to change or be sent home.

Crew Hours:

If you decide to work on a running crew for your area, and you complete the crew work satisfactorily, you will receive hours as credit based on the number of scheduled rehearsal & performance dates. 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 for the class.

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!!!

Please note that 3 points per day is an approximation of average hours spent, not a direct hour-to-point ratio. Shows vary widely in run-time and the length of rehearsals. Students are encouraged to do their pre and post show tasks in an expeditious manner.

Show Papers:

Students are encouraged to see the shows that they have helped produce over the course of the semester. As such each student has the opportunity to see these productions and write a reflection paper on them for credit. Up to 3 shows are allowed to be used for credit. These papers should be 2-3 pages on the costume elements of each show, answering the following questions:

1. What items that you or other students from your class worked on were in the show? How were these items used and what was their effect in the audience? If you are watching a show that you did not work on, comment on items that were similar to those you worked on for another production.
2. Do the costumes define the time period and/or location of the production? If so, how and do you think this helped the audience understand the play?
3. What colors/color range was used for the costumes in the play? How did these compare to the colors used in the set and lights?
4. Were different colors used for different characters or groups of characters? How did this affect your perception of those characters?
5. Where there any special effects or quick changes in the costumes, hair, and/or make-up? What were they and how do you think they might have been executed?

The paper is due at the week after the show closes. You may turn in your paper to the instructor for the shop in which you are doing hours, either in-person, or by email. Students are strongly encouraged to sign up on the sign-in sheet in the lobby. You will also be required to save your ticket stub/play bill and staple it to the first page of your paper. Students who work as crew on a show for the Theatre & Dance Department are allowed to write a paper on their back-stage experience and should give me the name of their faculty supervisor as a contact point rather than attaching a ticket stub. Students performed in a show for the Theatre & Dance Department are allowed to write a paper on their experience and should give me the name of the director as a contact point rather than attaching a ticket stub.

While students are encouraged to see shows produced by the Theatre & Dance Department to see their work on stage, I understand that there may be barriers to this. As such, students are permitted to see any live theatrical production during the course of the semester, so long as the student retains the original ticket stub/play bill and staples it to their paper.

Final Paper:

Students are asked to write a final paper to demonstrate 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!!!!