

Course Title	THE4950 PRODUCTION & PERFORMANCE – COSTUME
Meeting Room	McGuire Pavilion Costume Studio room #238
Meeting Time	To be arranged by each student with Costume Shop Manager based on weekly and costume area availability Costume shop is open Monday - Friday 9am-12pm & 1pm-4pm All schedules should be submitted <u>by 4pm Friday January 10, 2020</u>
Supervisor	Megan Szloboda – Costume Shop Manager Nadine McGuire Pavilion Room 238 Office Phone: 352-273-0525 E-mail: mszloboda@arts.ufl.edu
Instructor	DeAnna Rowe – Adjunct Assistant Professor Costume Technology Nadine McGuire Pavilion Room 205A Office Hours: TR 10:00-11:30 and by appointment Office Phone: 352-273-0508 E-mail: drowe@arts.ufl.edu

Course Description

The course is designed to give students hands on experience in the costume area of theatre. The student will work on departmental productions in a variety of capacities ranging from sewing to wardrobe to organizational activities.

Assignment Objectives & Tasks:

- Costume Fundamentals- How costume garments and related items are made, altered, & maintained
 - Sewing by machine & by hand to construct, alter, and/or repair existing costume garments
 - Operation of supplemental Sewing machines- Serger, steamer, or blind hemmer
 - Pinning, pressing, and practices needed for successful sewing
 - Theatre specific methods and magic to make costumes work on stage
 - Introduction to fabrics and application of costume shop tools
 - Costume Shop Etiquette
 - Crafts and Paint projects (as needed per show)
 - Wigs & Make up maintenance (as needed per show)
 - Laundry & Cleaning basics
 - Repairs & Maintenance
 - Organization- All costume spaces

Costume Shop Expectations & Policies

- You must complete **75 hours** by the last day of class **April 22, 2019 4pm** in order to pass this class.

- Those 75 hours should be completed in the Costume Area- Costume shop & Wardrobe crew head. The Costume Shop Manager will determine how hours are split between those areas depending on needs/length of show.
- Come to scheduled hours on time with a positive attitude and prepared to work!
- Must wear closed toe shoes and full coverage tops for safety purposes. If you arrive to class without the appropriate attire you will be asked to leave and you will not receive credit for time not worked.
- You should not wear heavy perfume or fragrance while working in the costume shop. Strong scents may cause irritation and headaches for others working around you.
- Break area is open to all as long as you: Label your food and clean up after yourself. Any old or forgotten food in the fridge will be thrown out if by the end of each Friday.

Attendance

Students are required to complete ALL 75 hours within the semester in order to pass the class.

Once you establish your weekly shop hours schedule with the Costume Shop Manager it becomes your **class schedule**. Attendance will be taken and you are expected to be in the costume shop on time and ready to work every week. Attendance, promptness, and completion of hours will be reflected in your overall grade. Costume shop work flow schedules are based upon your commitments. Scheduled work times should be **an absolute minimum of 1-hour blocks**. Blocks of time 2-3 hours is more beneficial to all. If you are unable attend your scheduled hours due to Sickness or Emergency, you must call or e-mail the Costume Shop Manager to let her know that you will not be there. If you are unable to attend your scheduled hours for other reasons, you **must get permission** from the Costume Shop Manager **Before missing scheduled hours** and make arrangements to make up any missed or lost hours. Be proactive and communicate as soon as possible! Information on UF attendance policies can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Participation & Attitude

This is a class and you should be actively focused on the task at hand while working in the costume shop. Be open to guidance and instruction while working to complete assigned tasks. While the Costume Shop does not have the same atmosphere as a classroom, we ask that you respect it as a learning environment and behave accordingly. Cell phones should not be used except in case of emergency. When not in use phones should be silenced and stored away from work areas. Students may listen to audio/music when appropriate (with permission) while working as long as it does not prohibit communication. One earbud/headphone when doing so please. Videos or movies should not be viewed while working please. Interactions and conversations are important while learning, but should not create distractions or interfere with your ability to complete assigned projects. You must also wear closed toe shoes and full coverage tops while working in ANY of the costume areas.

Attendance & Participation/Attitude Total:

50 – 35 pts Excellent: Demonstrates a desire to learn and develop his/her skills. Takes interest and initiative in assigned projects. Meets all deadlines and arrives early or on time for all shifts appropriately dressed. Displays a courteous and positive attitude.

34 – 26 pts Above Average: Shows initiative in assigned projects. Takes responsibility for their assigned projects and adequate notification if an absence is unavoidable. Displays a cooperative attitude.

25 – 0 pts - Average: Attends all scheduled shifts on time, appropriately dressed for work environment and completes assignments satisfactorily.

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Grading

Fulfillment of 75 hours	50 pts
Attendance	25 pts
Participation & Attitude	25 pts
Total	100pts

A = 100-94 pts	C = 76-74 pts
A- = 93-90 pts	C- = 73-70 pts
B+ = 89-87 pts	D+ = 69-67 pts
B = 86-84 pts	D = 66-64 pts
B- = 83-80 pts	D- = 63-60 pts
C+ = 79-77 pts	E = 59-0 pts

Information on UF grading policies for assigning grade points can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Honesty Policy

Please refer to your student handbook for the University's honesty policy regarding cheating and the use of copyrighted materials. <https://catalog.ufl.edu/ugrad/1516/advising/info/student-honor-code.aspx>

Special Needs

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodations. <https://drc.dso.ufl.edu>

Counseling and Mental Health

Please be aware that there are people on campus to assist you if you feel that the pressures of a semester are too great for you to handle.

Counseling and Wellness Center & U Matter, We Care:

3190 Radio Rd.

352-392-1575

umatter@ufl.edu

www.counseling.ufl.edu/cwc/

University Police Department (UPD)

352-392-1111 (or 9-1-1 for emergencies)

www.police.ufl.edu

Acknowledgement & Signature:

I have read and understand all of the above course requirements:

Signature

Date

This page should be detached and submitted to Megan Szloboda in the Costume Shop upon signature.